harvest SYSTEM

Ministry of Forests

Harvest Billing System Reference Guide for Industry

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1. INTRODUCTION

The recommendations and procedures contained in this HBS Industry Reference Guide have been developed to assist forest industry employees who currently use, or will use the Harvest Billing System (HBS) application to collect, submit and/or correct scale return data.

The complete HBS training manual is available from the following website location:

http://www.for.gov.bc.ca/hva/manuals/hbs/index.htm

We strongly recommend users complete the HBS web-based training prior to using the Harvest Billing System. The HBS web based training may be accessed from:

http://www.for.gov.bc.ca/hva/hbs/training/index.html

If at any time you are unsure of how to use the Harvest Billing System or are unable to integrate HBS into your existing scale collection and submission process, please do not hesitate to contact either your local ministry scaling representative or the HBS Help Desk for assistance.

The HBS Help Desk may be contacted by telephone at 1-877-387-8349 or email FORHVAP.HBSHELP@gems8.gov.bc.ca.

1.1. Document Defaults and Conventions

Important information about system functionality or suggested business process.

Suggested tips and/or suggestions.

Where to find additional information about a particular topic.

Identifies additional functionality or enhancements that are pending or under development.

Reminders

2. MOST COMMON INDUSTRY HBS ERRORS

1. Selecting the wrong Event Type.

2. Failing to ensure HBS has successfully received all scale returns.

3. Making a change to a signed scale return **before** the scale return is submitted to HBS.

4. Submitting a correction to a scale return without incrementing the scale return version.

6. Scaler does not use sequential return numbers when moving from scale site to scale site.

7. Scaler uses an invalid Digital Signature or does not digitally sign scale returns.

8. Resetting the load arrival number sequence (for example, sequence of load arrival numbers at a scale site is not consecutive).

3. INDUSTRY HBS ROLES AND RESPONSIBILITIES

All industry employees can view scale documents in HBS for their own company as an "Industry User". To use HBS to submit and/or correct scale data, the industry employee must:

- be designated with a HBS User ID,
- be assigned an HBS role (access to all company HBS data) such as a scaler or Industry Site Administrator (ISA) , and
- be associated to a company scale site.

An industry employee can perform more than one role in HBS. The core HBS roles for industry users are:

A scaler set up in HBS as an industry user/industry scaler who has **their own client code** can submit scale return data for any site, but cannot view or edit the returns.

- Industry User Administrator (IUA)
- Industry Site Administrator (ISA)
- Industry Scaler
- Industry Stratum Planner
- Industry Document Receiver (when notified by HBS, initiates transfer of electronic issued documents for your company).

3.1. Industry User Administrator (IUA)

An Industry User Administrator (IUA) is an employee of a forest industry client who has been designated to perform the following tasks on behalf of their company:

- Initiate the HBS enrolment process by completing the *Application to Establish Industry User Administrator Role* form. This form can be accessed from: http://www.for.gov.bc.ca/hva/hbs/Industry_User_Application.pdf. The completed form should be mailed to the HBS Help Desk, Revenue Branch, Ministry of Forests, PO Box 9511 Stn. Prov. Govt, Victoria, B.C. V8W 9C2, or faxed to the HBS Help Desk (250-387-9738).
- Request access for new HBS users,
- Designate roles and scale sites associations for employees within their company, and

- Maintain HBS user profiles (periodic changes to user account details (including deletions).

3.2. Industry Site Administrator (ISA)

An Industry Site Administrator (ISA) is a designated employee of a forest industry client with the authority to submit **signed** scale data (or enter on-line) for a scale site and perform updates on that data. Ultimately, an ISA is responsible for ensuring scale data is provided to HBS in a timely manner. For their scale site, an ISA has the authority to:

Only a **Ministry of Forests official** can perform an on-line approval for a cancel, cancel and replace or replacement of a scale return.

- Submit scale returns to HBS using on-line screens or through file transfer,
- Update a scale return prior to invoicing,
- Request a **Cancel**, **Cancel and Replace** or **Replace** for a scale return, and
- Review XML transmission status reports.
- Ensure scale returns are received by HBS (**see note below**).

Receiving a CSA (Completed Satisfactorily) message after submitting a file of scale returns to HBS does **not** mean the scale returns are error-free and ready for invoicing. It only means the scale returns have been accepted into HBS (made it in the "front door") and are ready for further processing.

It is the responsibility of the ISA to ensure all scale returns have been **successfully received** by HBS. It is also the responsibility of the ISA to correct any errors that they have made on scale data for their site. It is recommended the ISA check the status of their scale returns on a daily or weekly basis.

If you are unsure of how to use HBS to check if all scale returns have been successfully received by HBS, follow the procedures outlined in this document:

To check if my scale returns were successfully received by HBS

3.3. Industry Scaler

A ministry-licensed industry scaler can perform the following HBS tasks for their company scale site(s):

Before a scaler can submit scale data to HBS, they must initiate the Authentication Key set-up process. Scalers are required to "**Digitally Sign**" all scale return data submitted to HBS. Refer to **Section 4** below for procedures.

- Submit scale returns to HBS using on-line screens or through file transfer,
- Correct scale returns,

At this time, the HBS Industry Scaler role is not permitted to correct their scale returns. If your company requires the scaler to make corrections using on-line HBS screens, we recommend the Industry Scaler also be designated as an Industry Site Administrator and associated to the scale site.

If the scaler does not currently have a BCeID account, the scale site owner must submit an enrolment request for the scaler. The Enrolment request can be completed on-line at the following website: http://www.for.gov.bc.ca/his/esd/bceidrequest.htm

If you require assistance, please contact the HBS Help Desk.

Only a **Ministry of Forests official** can perform an on-line approval for a cancel, cancel and replace or replacement of a scale return.

- Request to **Cancel**, **Cancel and Replace** or **Replace** for a scale return, and
- Ensure scale returns have been successfully received by HBS.

4. UNDERSTANDING CLIENT LOCATION & SCALE SITE LINKAGES

When an industry user is granted access to HBS, the role they are assigned determines what they can or cannot access in HBS.

An industry user who has been granted access to HBS as an Industry Site Administrator is initially granted access to **all** designated company scale sites. Your company may have more than one scale site and more than one employee designated as an Industry Site Administrator – you may want to associate only certain designated scale site(s) to each Industry Site Administrator.

For example, if a company has numerous geographically dispersed locations, users will be granted access to HBS based on their **client number** and **location code**.

User List • Help

Your search yielded the following results. Click on the appropriate User Id to view details.

EXAMPLE

You searched for:
Client No/Loc: 00001086 06, Role: Industry User

User Id	User Name	Status	User Type	Organization	Sub Organization	Pending Request
FSIAS\TOL_ISA6	User01, HBS *	Active	Forest Client	TOLKO INDUSTRIES	LAVINGTON PLANER DIVISION	
FSIAS\TOL_IDR User data missing from HBS	, ,					
FSIAS\TOL_CLU2	User03, HBS *	Active	Forest Client	TOLKO INDUSTRIES	LAVINGTON PLANER DIVISION	
FSIAS\TOL_ISA	User04, HBS *	Active	Forest Client	TOLKO INDUSTRIES	LAVINGTON PLANER DIVISION	
FSIAS\TOL_CUA	Tester23, HBS *	Active	Forest Client	TOLKO INDUSTRIES	LAVINGTON PLANER DIVISION	

In this example, for client 00001086/06, there are 5 users:

2 – Industry Site Administrators

1 – Industry Document Receiver (pending)

1 – User Administrator

1 – Client User

The users at 00001086/06 have been granted HBS view access to scale data for their company. Only users with the ISA role have the ability to enter and modify scale data from the scale sites with which they have been associated.

In the example provided above, you will also note 2 Industry Site Administrators (ISA) have been designated for this company. Each of the Industry Site Administrators has been **associated** with certain designated scale sites. To view details about a HBS user, click on the appropriate hyperlink in the **User Id** column:

To view the sites this Industry Site Administrator (ISA) is associated with, click on the Associated Sites hyperlink.

Only an Industry User Administrator can associate an ISA to a designated scale site.

ou can see, this user is associated with their company's scale sites 607, 326 and ZZZ. This means the user has been granted permission to view, submit and correct scale return data for these company scale sites.

Site Owner:	LAVINGTON PLANER DIVISION	
Client / Location:	00001086 06	EXAMPLE
User ID:	FSIAS\TOL_ISA	
Role:	Industry Site Administrator	

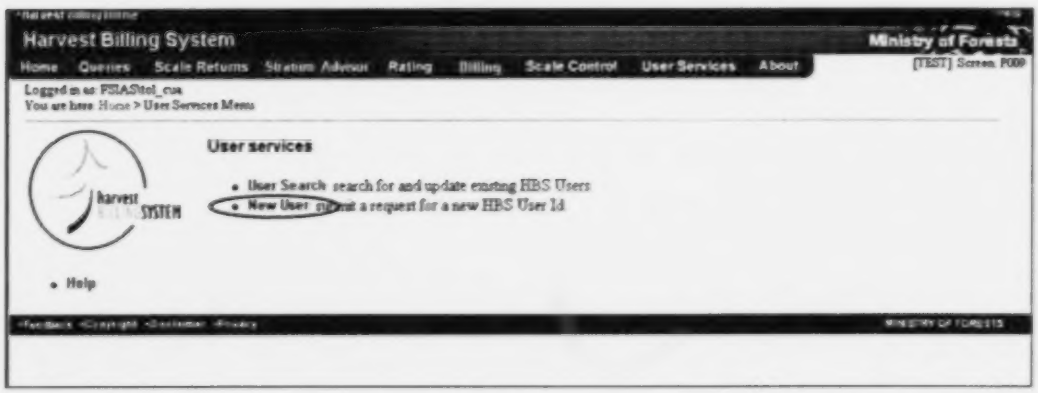
Scale Site Name	Scale Site	Associated?
TOLKO	607	☑
TOLKO INDUSTRIES LTD.	326	☑
WASTE AND RESIDUE	ZZZ	☑

5. GETTING STARTED

To set up a new user in HBS

Each registered forest industry client will have a designated Industry User Administrator (IUA) who is responsible for performing all subsequent enrolment requests on behalf of their company. The IUA will use the following procedure to request HBS access for employees in their company:

1. Ensure you are logged onto HBS as an Industry User Administrator.
2. From the main HBS home page, select the **User Services** tab.
3. From the User Services screen (P009) select the **User Search** link and search for the user name (to ensure the user does not already exist in HBS).
4. In the User services screen (P009), select the **New User** link:

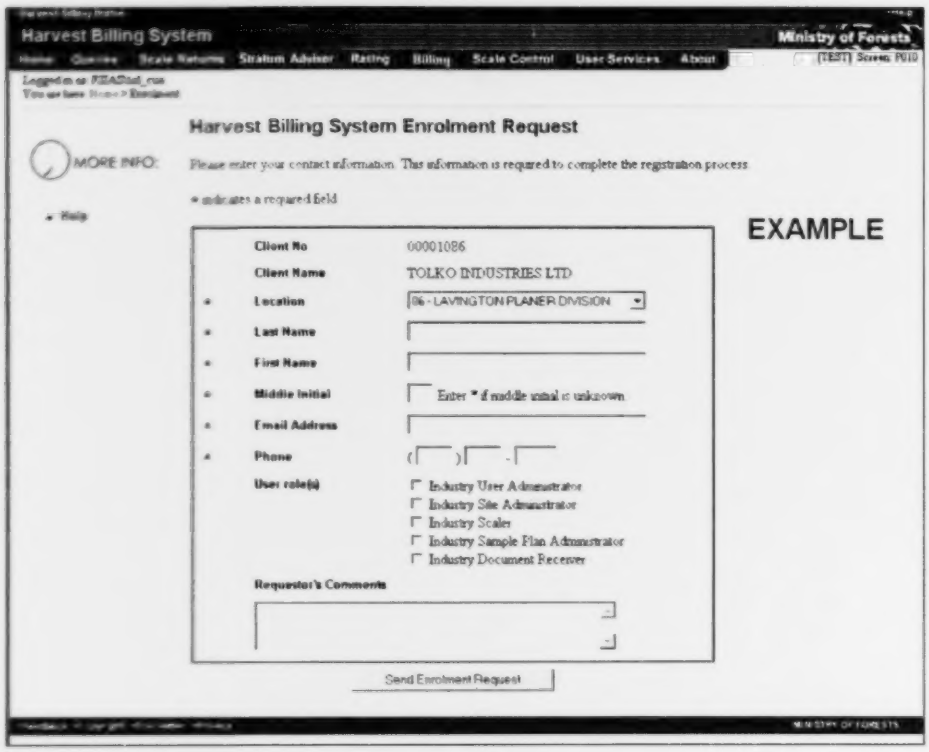


Ensure the **Industry Document Receiver (IDR)** role is assigned for your company – the IDR is the designated recipient for electronic delivery of issued documents (invoices, volume statements, compiled sample and ratio reports.

5. From the Harvest Billing System Enrolment Request screen (P010), input valid user data for all mandatory fields designated by a *.
6. Select the appropriate **User Role**(s).

It is very important to ensure the new HBS user's email address is correct – HBS uses the email address to deliver output reports and notifications.

Once assigned, HBS passwords will expire after **720 days** (approx. 2 years).


Harvest Billing System
Ministry of Forests
Home Queries Scale Returns Stratum Adviser Rating Billing Scale Control User Services About
Harvest Billing System Enrolment Request
MORE INFO:
Please enter your contact information. This information is required to complete the registration process.
* indicates a required field
Help
EXAMPLE
Client No 00001086
Client Name TOLKO INDUSTRIES LTD
Location 06 - LAVINGTON PLANER DIVISION
Last Name
First Name
Middle Initial Enter * if middle initial is unknown
Email Address
Phone
User role(s)
Industry User Administrator
Industry Site Administrator
Industry Scaler
Industry Sample Plan Administrator
Industry Document Receiver
Requestor's Comments
Send Enrolment Request

7. Select Send Enrolment Request.

The Ministry Harvest Billing System Manager will review each enrolment request and approve or reject the application. If the request is approved, the Industry User Administrator will receive a confirmation notification email, outlining the user's BCeID User ID and HBS Access Status or role.

To complete the user enrolment process, the Industry User Administrator must forward the confirmation notification to the owner of the HBS User ID.

To set up a Scaler in HBS

An industry scaler who is licensed by the Ministry of Forests to scale and submit log scale details must "digitally sign" original scale returns before the scale return leaves the scale site (either transmitted directly to HBS or exported to an industry business system). The scaler must digitally sign scale return data they have collected by entering a unique number called an **Authentication Key**. Each industry scaler licensed by the Ministry of Forests must request an Authentication Key before scale return data can be submitted to HBS. If the scaler **has never been issued an Authentication Key**, follow the instructions below (otherwise, contact your local Ministry of Forests scaling staff to request a reset):

An Authentication Key is similar to a PIN (Personal Identifier Number) – the scaler can request a specific number to use as their unique HBS Authentication Key number.

An Authentication Key is **case sensitive** and it's recommended that it be issued ALL **UPPERCASE**.

An Authentication Key is **date sensitive** and is linked to the scale date. If a scaler has changed their Authentication Key number and Digital Signature Failures occur, contact the HBS Help Desk to help resolve the problem.

1. The scaler will contact the HBS Help Desk (250) 387-8349 or 1-877-387-8349 to initiate the Authentication Key request.
2. When the HBS Help Desk receives an authentication key request from a ministry licenced scaler, the HBS Help Desk will require verification from the scaler making the request to confirm their identity. Depending on the information entered in the Ministry's Scale Control System (SCS), the scaler may be asked to confirm his/her identity by providing their:

   Middle name,
   Date of Birth

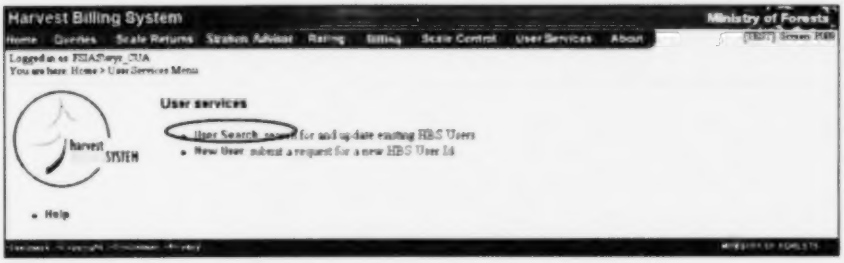
3. When the identity of the scaler confirmed, the scaler will be asked to supply a "Requested Key". The requested key number contain 7-9 characters and may be alpha (example: AAAAAAA), numeric (example: 9994449) or alpha/numeric (example: A9A9A9A).
4. The scaler's scaling license number and Requested Key are entered into HBS, and the scaler's Authentication Key is generated.

To Locate the HBS Users set up for my Company

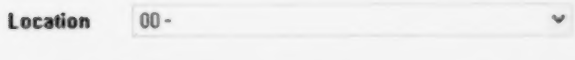
Only an Industry User Administrator has access to this type of HBS search query. To locate users who have been set up to use HBS for your company, use the following procedure:

1. Ensure you are logged onto HBS as an Industry User Administrator.
2. From the main HBS home page, select the **User Services** tab.

3. From the User Services screen (P009) select the **User Search** link.



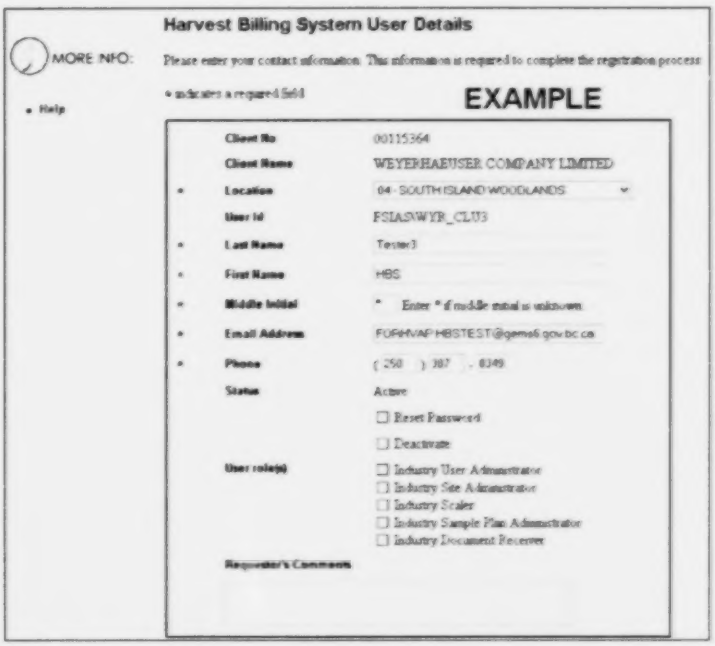
4. In the HBS User Search screen (P015), use the drop-down arrow in the Location field to select a location, or use the "00" to search for all users in your company:



5. Select Search Users.

6. HBS will return a list of registered HBS users matching your search criteria. From this screen, you can update user details by clicking on the hyperlink in the **User Id** column:

7. In the Harvest Billing System User Details screen, you may update user details (including the confirming the user's email address is correct), assign HBS user roles, request a HBS password reset or deactivate a user:



8. If you have made any changes, select [Send Update Request] to forward your update request to the Ministry of Forests.

To Set up Delivery of Issued Documents

HBS delivers issued documents (invoices, compiled sample statement, volume statements and ratio reports) using one of three methods:

If you decide at a later date that you want to change the delivery method for your issued documents, the Ministry **must first expire your existing Statement Delivery Profile** before adding a new Statement Delivery Profile.

- **Printed** paper invoices (default method),
- **Attended** electronic delivery using e-mail notification, or
- **Unattended** electronic delivery using FTP.

The delivery method is stored in the client's HBS Statement Delivery Profile. To request a delivery method other than the default printed paper invoices, use the following procedure:

In order to receive an electronic method of delivery of issued documents (FTP or email notification) for your company, **you must complete the Electronic Document Delivery MOU (Memorandum of Understanding).** This document and instructions for completing the process are available at: http://www.for.gov.bc.ca/hva/ct9344-Final.doc.

1. Ensure you have designated the **Industry Document Receiver** (IDR) role for your company and the Industry Document Receiver's email address is current.

   (Refer to the section **To Set Up a New User in HBS** for the procedure to designate the Industry Document Receiver for your company).

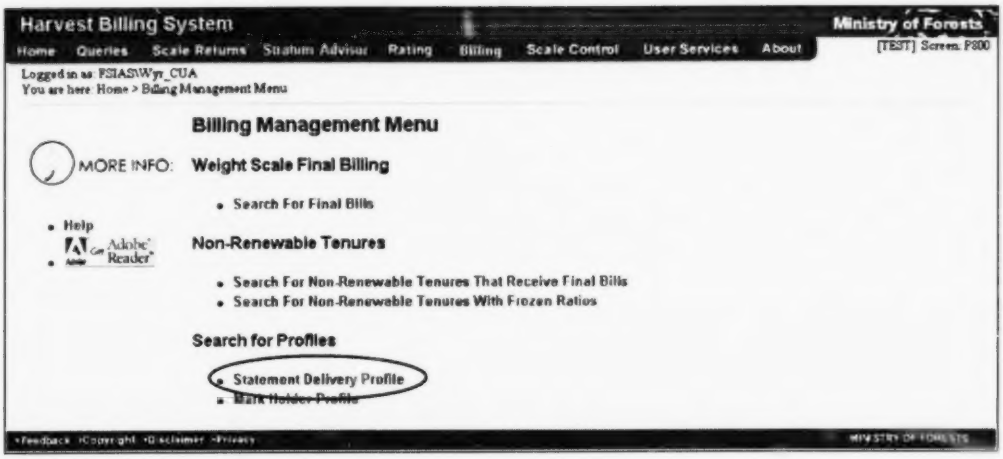
2. Submit the **Electronic Document Delivery MOU** to your Ministry of Forests Regional Manager (.

3. When you receive notification from the Ministry that your Statement Delivery Profile has been activated, use the following procedure to view the details:

4. Ensure you are logged onto HBS

5. Select the **Billing** tab.

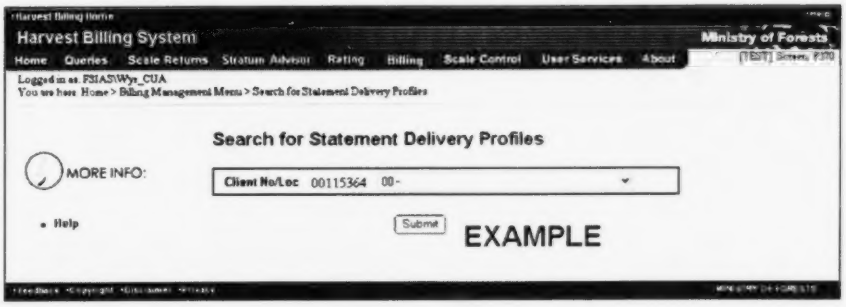
6. From the Billing Management Menu, select **Search for Profiles > Statement Delivery Profile**:


Harvest Billing System
Ministry of Forests
Home Queries Scale Returns Stratum Advisor Rating Billing Scale Control User Services About
[TEST] Screen: P300
Logged in as: FSIAS\Wyr_CUA
You are here: Home > Billing Management Menu
Billing Management Menu
MORE INFO:
Weight Scale Final Billing
Search For Final Bills
Help
Get Adobe Reader
Non-Renewable Tenures
Search For Non-Renewable Tenures That Receive Final Bills
Search For Non-Renewable Tenures With Frozen Ratios
Search for Profiles
Statement Delivery Profile
Mark Holder Profile

The invoices and volume statements you receive are linked to your **client/location code.**

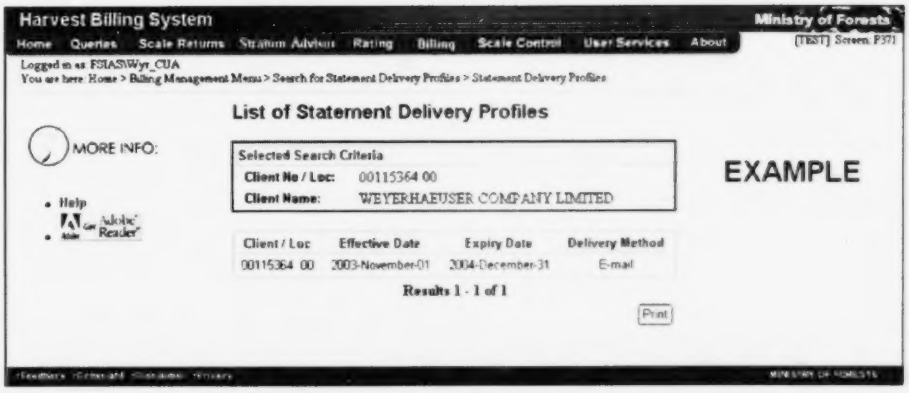
Scale sites are linked to the client/location code and are the 2nd copy to the client.

7. Use the drop-down arrow to select your location code:


Harvest Billing System
Ministry of Forests
Home Queries Scale Returns Stratum Advisor Rating Billing Scale Control User Services About
Logged in as: FSIAS\Wyr_CUA
You are here: Home > Billing Management Menu > Search for Statement Delivery Profiles
Search for Statement Delivery Profiles
MORE INFO:
Client No/Loc 00115364 00
Help
Submit
EXAMPLE

8. Select Submit.

If your company has more than one location and you want to have one individual receive issued documents for all your locations, the Industry Document Receiver will require a HBS User ID for **each client number / location.**



6. HBS CHECKLISTS

To optimize use of the Harvest Billing System to ensure your scale return information is accurately and completely collected, we recommend industry users conduct the following routine tasks.

6.1. Daily HBS Activities

To Perform Daily HBS Activities

- Submit scale return data to HBS (XML files or on-line entry)
- Check Status of XML Files sent. Correct and resend any that were rejected

6.1.1. How should I submit scale data to HBS?

Industry clients can submit electronic detail scale return submissions to HBS using either:

- **On-line XML** (Extensible Markup Language) **file transmission**,
- Unattended or automated **FTP** (File Transfer Protocol) delivery, or
- **On-line data entry**,

To determine the most suitable method for submitting electronic detail scale return data to HBS for your company, consider the following:

FTP

- Instantaneous feedback regarding the status of the upload is not provided. Consequently, the industry client is not able to take immediate corrective action if the file of scale returns is not successfully uploaded (the industry client must ensure a file management process is in place).
- There is no need to log onto the HBS application or be a registered user of HBS. Industry clients can use batch processing tools to execute unattended, scripted uploads of scale data files to HBS at any time of the day.

- If you chose to submit scale data to HBS using FTP, provide the static firewall IP addresses of your company systems to the HBS Help Desk (to ensure the HBS is accessing the correct folder to collect the electronic scale data).

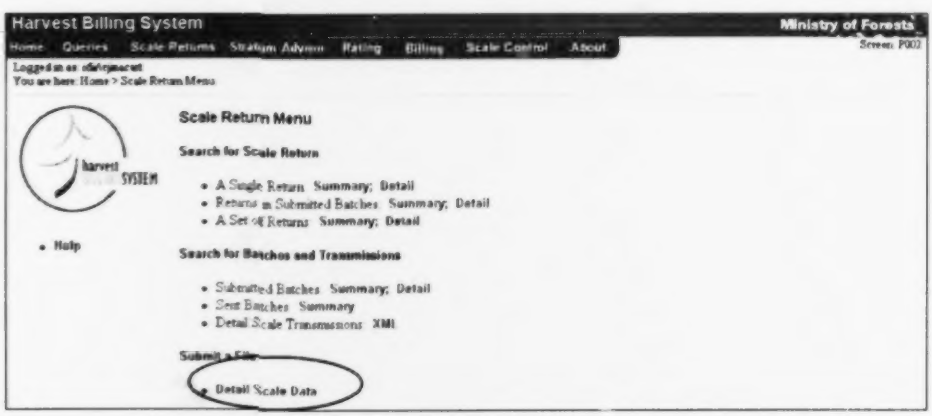
On-line

- A registered HBS user must be logged onto the HBS system to submit the electronic file of scale returns
- Data transfer to HBS is accomplished through a secure connection

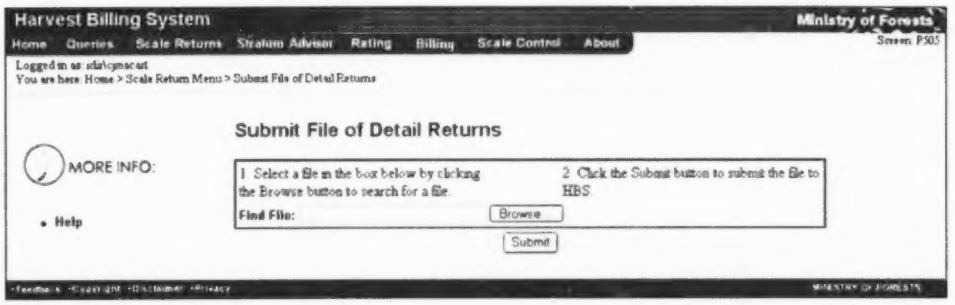
To Submit a XML File Transmission On-Line

When creating the XML file, the Creator Number field should be a 10-digit number containing your 8-digit **Client Number** and 2-digit **Location code** for your scale site, not your Authentication Key number.

1. Ensure you are logged onto HBS and have the authority to add a XML file on behalf of your company.
2. From the HBS Home page, select the **Scale Returns** tab.
3. In the Scale Returns menu, select **Submit a File: Detail Scale Data**:



4. In the Submit a File of Detail Returns screen, (P505), click on the Browse... button to navigate to and open the file of scale returns for transmission:



TIP Be sure to record the **Transmission ID** for future reference.

5. Select Submit.

If you are unable to determine why HBS will not accept your XML file, contact the HBS Help Desk for assistance: FORHVAP.HBSHELP@gems8.gov.bc.ca or phone (within Victoria: 250-387-8349 (outside Victoria) 1-877-387-8349.

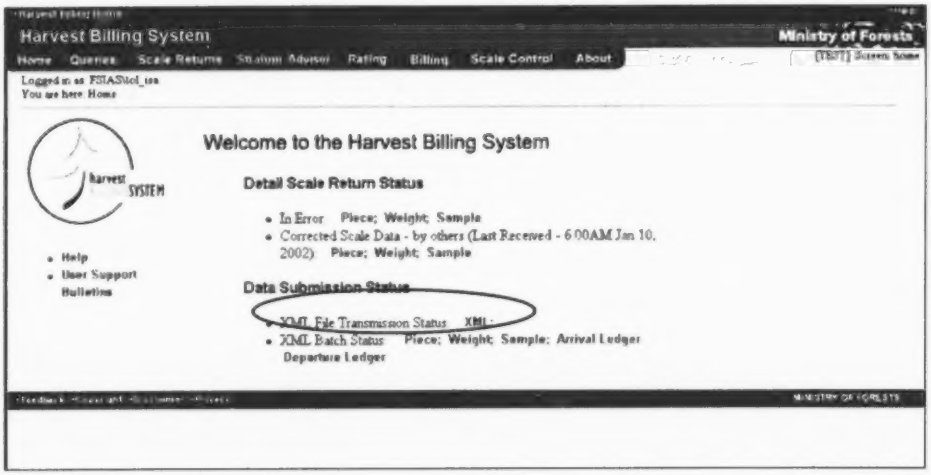
- If your transmission is accepted by HBS a **Transmission ID** will be generated.
- If HBS returns: "Validation Error - This is not a valid HBS XML file transmission" it means the file you are trying to transmit is not in the correct XML format. Make sure you have selected the correct file. If you have selected the correct file, you must re-compile the file of scale returns and re-submit to HBS.

To check if my scale returns were successfully received by HBS

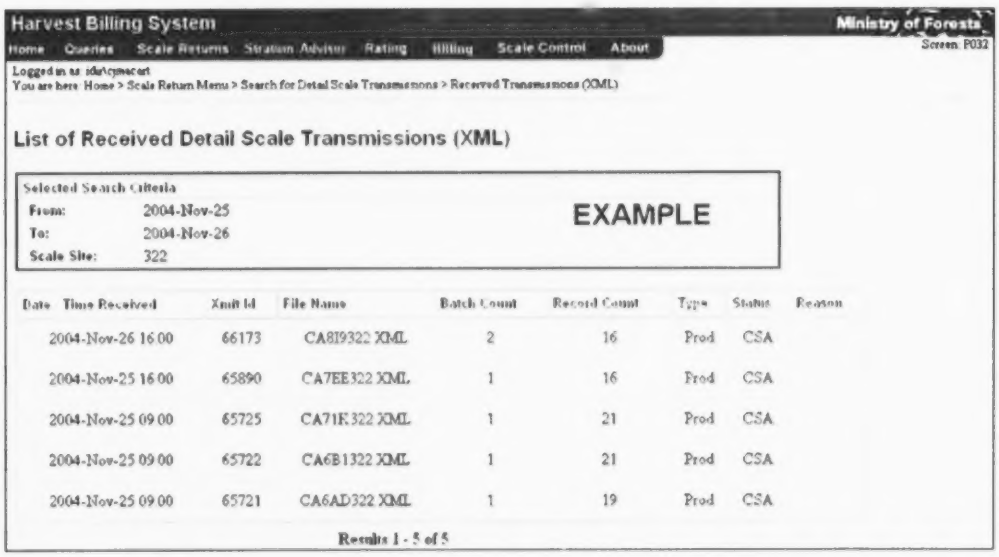
1. Ensure you are logged onto HBS with the appropriate permission.

2. In the Data Submission Status section, select **XML File Transmission Status: XML**:

HBS only returns information for the past **1 month** of XML file transmission activity.


Harvest Billing System
Ministry of Forests
Home Queries Scale Returns Stratum Advisor Rating Billing Scale Control About
Logged in as FNIASMcLean
You are here: Home
Welcome to the Harvest Billing System
Detail Scale Return Status
In Error Piece; Weight; Sample
Corrected Scale Data - by others (Last Received - 6:00AM Jan 10, 2002) Piece; Weight; Sample
Help
User Support Bulletins
Data Submission Status
XML File Transmission Status XML
XML Batch Status Piece; Weight; Sample; Arrival Ledger
Departure Ledger

3. HBS will return a list of received detail scale transmissions (XML) for your scale site. Locate and confirm the status of your transmission in the returned list:


Harvest Billing System
Ministry of Forests
Home Queries Scale Returns Stratum Advisor Rating Billing Scale Control About
Screen: P032
Logged in as idir\cpmccart
You are here: Home > Scale Return Menu > Search for Detail Scale Transmissions > Received Transmissions (XML)
List of Received Detail Scale Transmissions (XML)
Selected Search Criteria
From: 2004-Nov-25
To: 2004-Nov-26
Scale Site: 322
EXAMPLE
Date Time Received | Xmit Id | File Name | Batch Count | Record Count | Type | Status | Reason
2004-Nov-26 16:00 | 66173 | CA8I9322.XML | 2 | 16 | Prod | CSA
2004-Nov-25 16:00 | 65890 | CA7EE322.XML | 1 | 16 | Prod | CSA
2004-Nov-25 09:00 | 65725 | CA71E322.XML | 1 | 21 | Prod | CSA
2004-Nov-25 09:00 | 65722 | CA6B1322.XML | 1 | 21 | Prod | CSA
2004-Nov-25 09:00 | 65721 | CA6AD322.XML | 1 | 19 | Prod | CSA
Results 1 - 5 of 5

It is important to remember these codes reflect the **status** of the XML transmission and **does not indicate if the scale returns are error free**. You should check your scale returns on a weekly basis to ensure they are "**Ready**" and not in "Error".

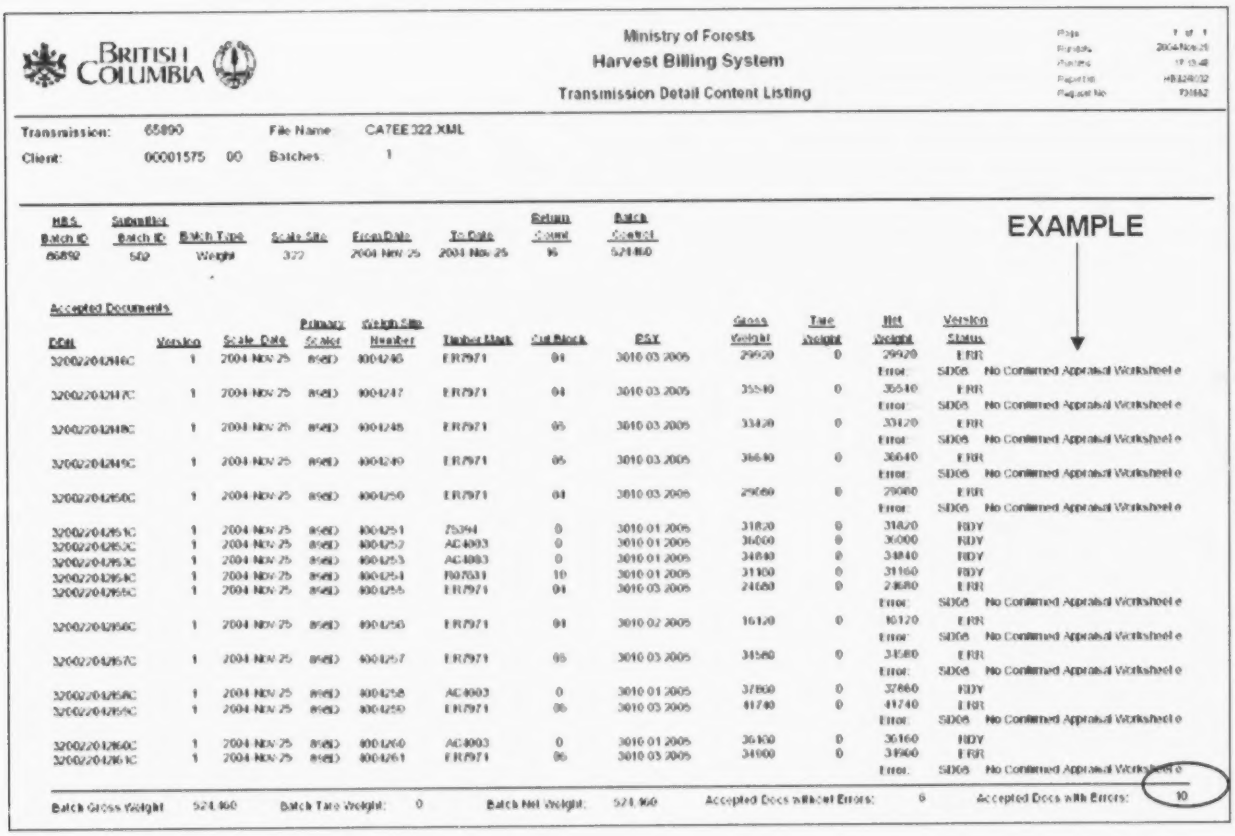
Even though your XML transmission to HBS may have been "Completed Satisfactorily" (CSA), it does not necessarily mean the scale returns contained in the transmission are error free. We recommend you complete the following activities:

- **Print the Transmission Detail Content Listing**, and
- **Review the List of Received Detail Scale Transmissions (XML)**.

TO PRINT THE DETAIL CONTENT LISTING:

In the List of Received Detail Scale Transmissions (XML) screen (screen P032 above), click on appropriate file identifier hyperlink in the **Xmit Id** column.

The Transmission Detail Content Listing will display – ensure all returns have a Version Status of "**RDY**" – if any of the returns have a Version Status of "**ERR**", you must correct the problem, format and re-submit the scale return(s) to HBS:



BRITISH COLUMBIA

Ministry of Forests
Harvest Billing System
Transmission Detail Content Listing

Transmission: 65890 File Name: CA7EE322.XML
Client: 00001575 00 Batches: 1

HBS Batch ID	Submitter Batch ID	Batch Type	Scale Site	From Date	To Date	Return Count	Batch Gross Wt
65892	502	Weight	322	2004 Nov 25	2004 Nov 25	96	521860

EXAMPLE

Accepted Documents

DDH	Version	Scale Date	Primary Scaler	Weigh Slip Number	Timber Mark	Cut Block	PSY	Gross Weight	Tare Weight	Net Weight	Version Status
3200/2042/46C	1	2004 NOV 25	856D	4004246	ER7971	04	3010 03 2005	29920	0	29920	ERR
										Error:	SD08 No Confirmed Appraisal Worksheet e
3200/2042/47C	1	2004 NOV 25	856D	4004247	ER7971	04	3010 03 2005	35540	0	35540	ERR
										Error:	SD08 No Confirmed Appraisal Worksheet e
3200/2042/48C	1	2004 NOV 25	856D	4004248	ER7971	05	3010 03 2005	33420	0	33420	ERR
										Error:	SD08 No Confirmed Appraisal Worksheet e
3200/2042/49C	1	2004 NOV 25	856D	4004249	ER7971	05	3010 03 2005	36640	0	36640	ERR
										Error:	SD08 No Confirmed Appraisal Worksheet e
3200/2042/50C	1	2004 NOV 25	856D	4004250	ER7971	04	3010 03 2005	29080	0	29080	ERR
										Error:	SD08 No Confirmed Appraisal Worksheet e
3200/2042/51C	1	2004 NOV 25	856D	4004251	75394	0	3010 01 2005	31820	0	31820	RDY
3200/2042/52C	1	2004 NOV 25	856D	4004252	AC4003	0	3010 01 2005	36000	0	36000	RDY
3200/2042/53C	1	2004 NOV 25	856D	4004253	AC4003	0	3010 01 2005	34840	0	34840	RDY
3200/2042/54C	1	2004 NOV 25	856D	4004254	R07531	10	3010 01 2005	31160	0	31160	RDY
3200/2042/55C	1	2004 NOV 25	856D	4004255	ER7971	04	3010 03 2005	24680	0	24680	ERR
										Error:	SD08 No Confirmed Appraisal Worksheet e
3200/2042/56C	1	2004 NOV 25	856D	4004256	ER7971	04	3010 02 2005	16120	0	16120	ERR
										Error:	SD08 No Confirmed Appraisal Worksheet e
3200/2042/57C	1	2004 NOV 25	856D	4004257	ER7971	05	3010 03 2005	34580	0	34580	ERR
										Error:	SD08 No Confirmed Appraisal Worksheet e
3200/2042/58C	1	2004 NOV 25	856D	4004258	AC4003	0	3010 01 2005	37660	0	37660	RDY
3200/2042/59C	1	2004 NOV 25	856D	4004259	ER7971	06	3010 03 2005	41740	0	41740	ERR
										Error:	SD08 No Confirmed Appraisal Worksheet e
3200/2042/60C	1	2004 NOV 25	856D	4004260	AC4003	0	3010 01 2005	36160	0	36160	RDY
3200/2042/61C	1	2004 NOV 25	856D	4004261	ER7971	06	3010 03 2005	34900	0	34900	ERR
										Error:	SD08 No Confirmed Appraisal Worksheet e

Batch Gross Weight: 521 860 Batch Tare Weight: 0 Batch Net Weight: 521 860 Accepted Docs without Errors: 0 Accepted Docs with Errors: 10

Industry users cannot correct "SD08 - No Confirmed Appraisal Worksheet exists for this scale date" errors. If you receive a SD08 error, contact your ministry scaling office for assistance

Note to Linda: insert another example that industry will be able to correct.

To Enter Scale Data On-Line using HBS

1. Ensure you are logged onto HBS with permission to add detail scale return data to HBS.

2. Select the **Scale Returns** tab.

3. In the Scale Return Menu (P002), select **Add a Scale Return > Detail Scale Return**:

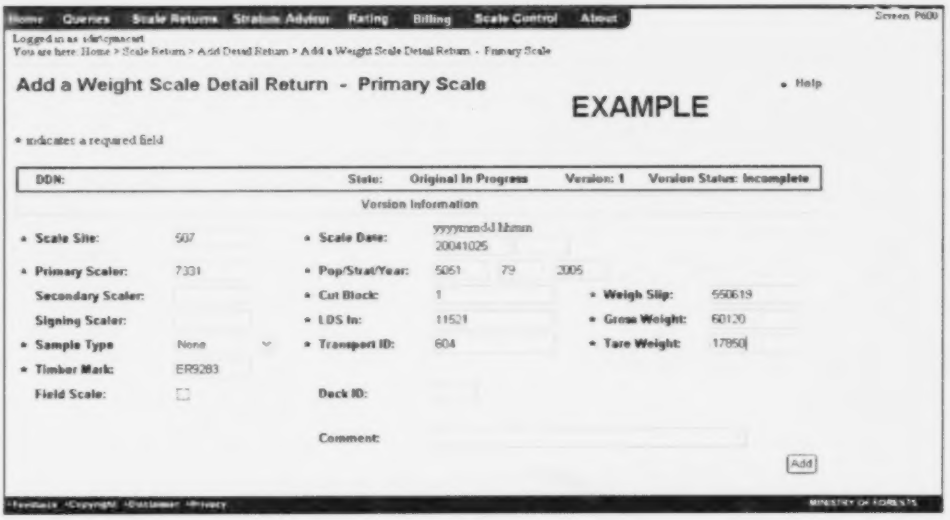
4. From the **Add Detail Scale Data** screen (P004), select the appropriate transaction type (for this example, a primary weight scale detail return will be chosen):

TIP If you are adding a log details using HBS, we recommend you save your information frequently – your changes will be added to the database in the event of a system interruption.

5. In the **Add a Weight Scale Detail Return – Primary Scale** screen (P600), enter data in all mandatory fields:

Initially, the detail scale return will have a Status of "**Original in Progress**", a Version of "**1**" and a Version Status of "**Incomplete**".

The **DDN** (Detail Document Number) will be generated by HBS when the detail return is successfully saved to the database.


Home Queries Scale Returns Stratum Advisor Rating Billing Scale Control About
Screen: P600
Logged in as: idirtcmacart
You are here: Home > Scale Return > Add Detail Return > Add a Weight Scale Detail Return - Primary Scale
Add a Weight Scale Detail Return - Primary Scale
Help
EXAMPLE
* indicates a required field
DDN:
State: Original In Progress
Version: 1
Version Status: Incomplete
Version Information
* Scale Site: 507
* Scale Date: yyyy/mm/dd hh:mm 20041025
* Primary Scaler: 7331
* Pop/Strat/Year: 5051 79 2005
Secondary Scaler:
* Cut Block: 1
* Weigh Slip: 550619
Signing Scaler:
* LDS In:
* Gross Weight: 60120
* Sample Type None
* Transport ID: 604
* Tare Weight: 17850
* Timber Mark: ER9283
Field Scale:
Deck ID:
Comment:
Add
MINISTRY OF FORESTS

6. Select Add.

7. If HBS reports any format errors, correct the errors and select Add until the scale return is successfully saved to the database. The status of the scale return will be "Incomplete".

8. To apply the x-reference edits, select the Release button. If the return passes the x-reference edits, the status of the scale return will be "Ready" and is ready for further HBS processing. If the return does not pass the x-reference edits, the status of the return will be "Error". If the scale return is in error:

9. Select the Hold button.

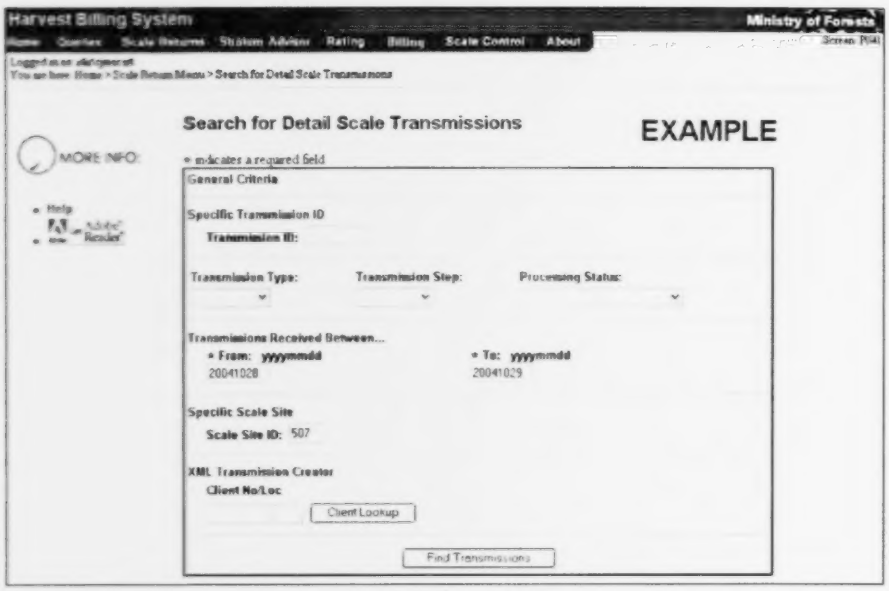
10. Correct the fields with errors.

11. Select the Release button. If the return passes the x-reference edits, the status of the scale return will be "Ready" and is ready for further HBS processing. If the return does not pass the x-reference edits, the status of the return will be "Error". Repeat steps 9 and 10 until the scale return passes all x-reference edits and displays a status of "Ready".

To search for a Submitted Detail Batch of returns

If you are searching HBS to locate a list of submitted detail batches, you will notice HBS returns **all submitted detail batches** for **all scale sites** for your company. There may be occasions when you only want to find submitted detail batches for a specific scale site **or to search for batches transmitted more than a month ago**. If you only want to find submitted detail batches for a **single scale site**, use the following procedure:

1. Ensure you are logged onto HBS.
2. From the HBS Home page, select the **Scale Returns** tab.
3. From the Scale Return Menu screen (P002), select the **Search for Batches and Transmissions – Detail Scale Transmissions: XML**.
4. From the **Search for Detail Scale Transmissions screen**, enter your scale site number (you may choose a date range or accept the default **Transmissions Received Between….** option):



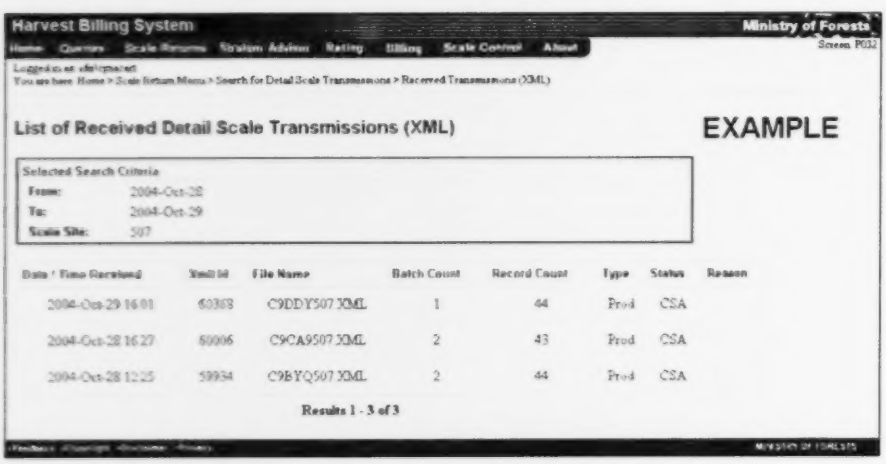
5. Select Find Transmissions.

The HBS valid Status Codes for transmissions are as follows:

CSA = Completed Satisfactorily

CUS – Completed Unsatisfactorily

PRC = Processing



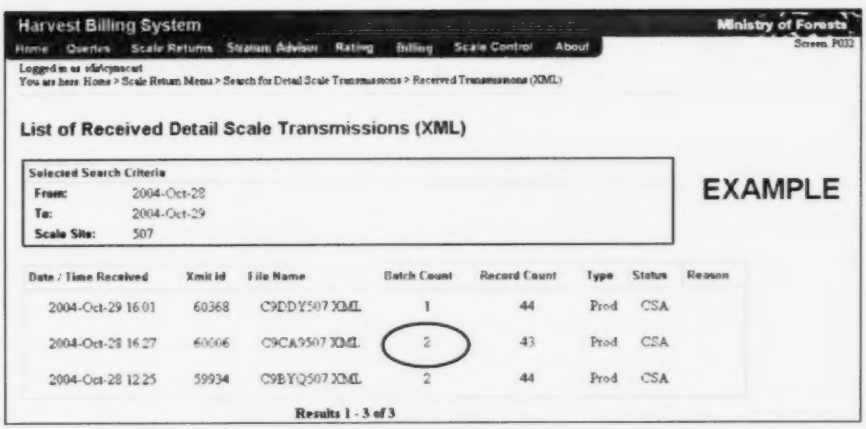
6. If the status indicates **CUS** (Completed Unsatisfactorily), correct the problem and re-submit the file.

If you don't know how to correct a **CUS** transaction, refer to the section in this guide:

To fix a Rejected Scale Transmission

To Review the List of Received Detail Scale Transmissions (XML) Listing:

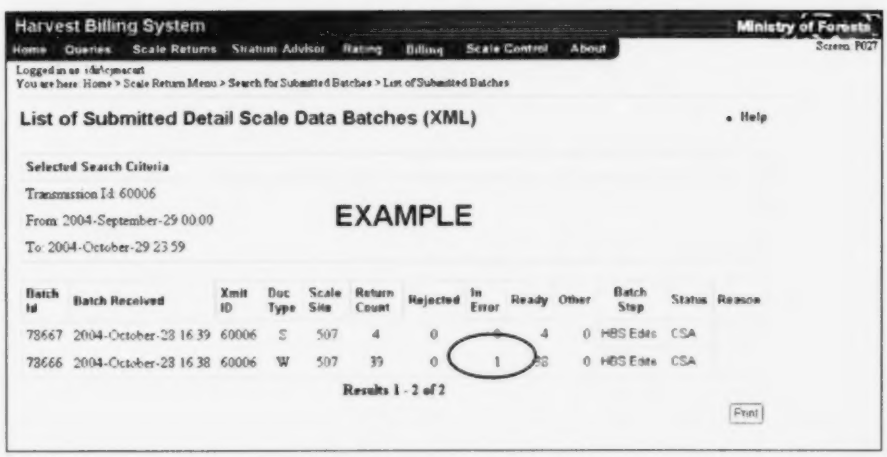
1. In the **List of Received Detail Scale Transmissions (XML)** screen (P032), click on the hyperlink for the appropriate file in the **Batch Count** column:



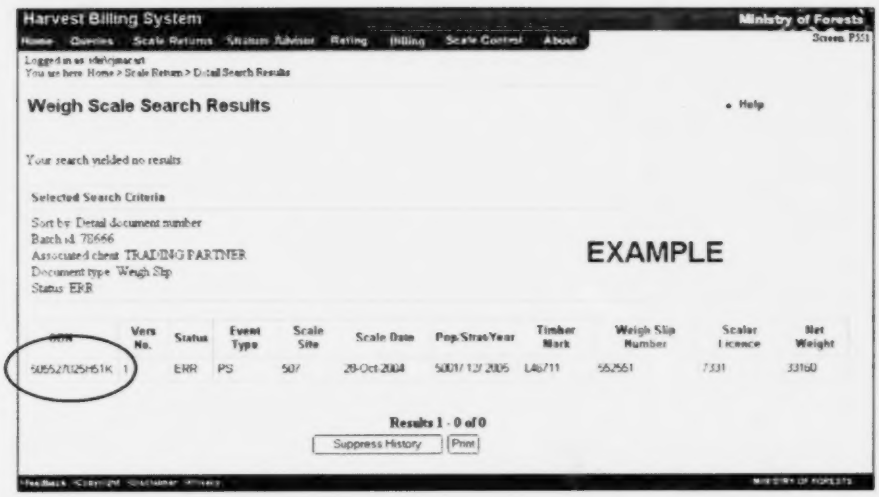
2. When the List of Submitted Detail Scale Data Batches (XML) screen displays, ensure all scale returns are "**Ready**". If any of the scale returns are "**In Error**", click on the appropriate hyperlink in the **In Error** column to view the detail scale return.

This screen reflects the status of the scale returns when they were **first received by HBS**.

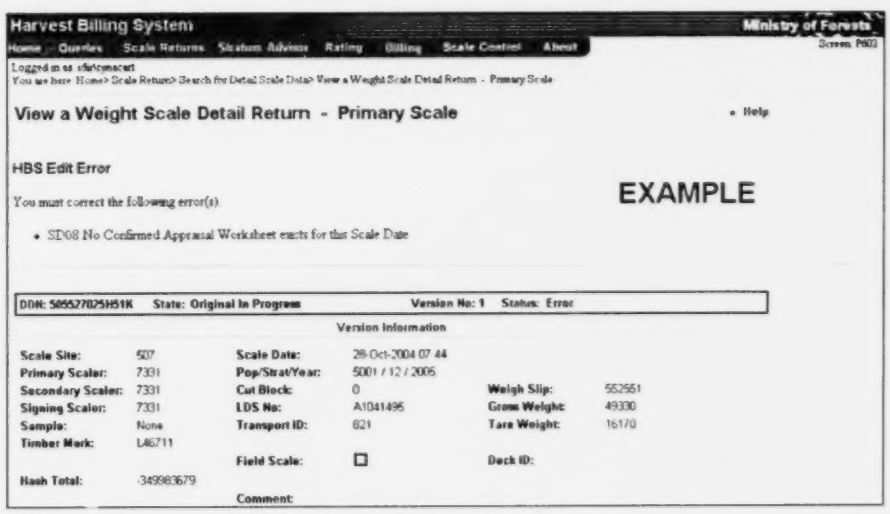
If the scale return's status has changed (for example, if you have corrected the scale return, and the scale return status is now "**RDY**" instead of "**Error**"), you may find when you click on the hyperlink in the "**In Error**" column, HBS will not find the return.



3. In the **DDN** column, click on the appropriate hyperlink:



4. Assuming you have the right to correct scale returns, click on the Hold button, complete the necessary corrections and save the scale return:



Step 4: If the Hold button is not available, you may not be correctly set up in HBS – contact your local Ministry of Forests scaling staff.

Note to Linda: REPLACE THE SCREEN ABOVE WITH A TIMBER MARK ERROR – MAYBE A STRATUM PLAN ERROR WOULD BE BETTER?

If you do not understand the HBS error displayed, refer to **Appendix 2** in this guide, or contact the HBS Help Desk.

To fix a Rejected Scale Transmission

An XML file of detail scale returns can be rejected by HBS under the following conditions:

- the wrong file was submitted to HBS. In this case, re-submit the correct XML file to HBS.
- an operating system "glitch" occurred, resulting in only a portion of the file being submitted to HBS. In this case, regenerate the XML file and re-submit to HBS.
- the XML file format is invalid and a "Validation Error – This is not a valid HBS XML File Transmission" error is received. This means either:

Only the scale returns missing mandatory information will be rejected – the valid returns in the XML Transmission File will be accepted by HBS.

- some or all of the scale return(s) contained in the XML file transmission are missing mandatory field information. HBS performs format edits on every scale return in the file. All scale returns must pass the format edits or the scale return(s) will be rejected. Evaluation of the scale returns is dependent on the event type (for example, the Load Description Slip is a mandatory field **except** for **CU** (Company Use) and **DP** (Departure) events. Check your scale data to ensure all mandatory fields contain valid data, correct, re-create and re-submit the detail scale returns to HBS, or

- the scale software used to create the XML file does not comply with the Ministry of Forests file specifications. Contact your scale software vendor to report the problem. Once your scale software vendor has corrected the problem, you must re-create and re-submit the detail scale return(s) file to HBS.

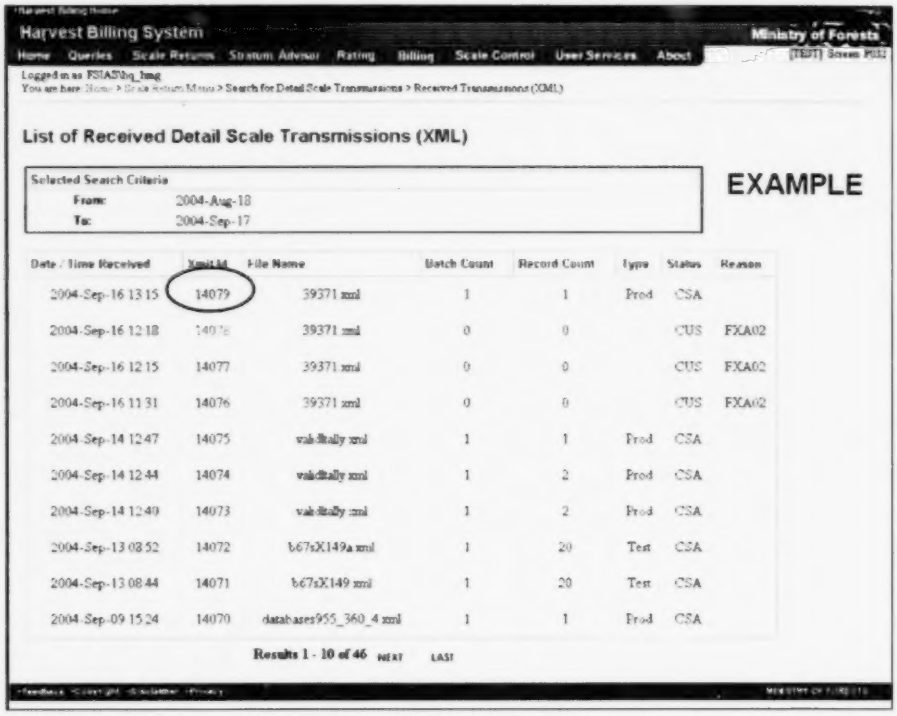
The Ministry of Forests XML file specifications are located at:

http://www.for.gov.bc.ca/hva/hbs/overview/techspecs.htm

Use the following procedure to determine why a XML file was rejected by HBS:

1. Assuming you have already located the XML File Transmission (see Page 23 above), review the status of the XML detail scale transmissions in the "Status" column. If the status indicates the transmission was **CUS** (Completed Unsatisfactorily), the **detail scale returns do not exist in HBS**, and you must take corrective action.

TIP Click on the appropriate hyperlink in the **Xmit Id** column for more detailed information about the error(s) encountered.


Harvest Billing System
Ministry of Forests
Home Queries Scale Returns Stratum Advisor Rating Billing Scale Control User Services About
List of Received Detail Scale Transmissions (XML)
Selected Search Criteria
From: 2004-Aug-18
To: 2004-Sep-17
EXAMPLE
Date / Time Received | Xmit Id | File Name | Batch Count | Record Count | Type | Status | Reason
2004-Sep-16 13:15 | 14079 | 39371.xml | 1 | 1 | Prod | CSA |
2004-Sep-16 12:18 | 14078 | 39371.xml | 0 | 0 | | CUS | FXA02
2004-Sep-16 12:15 | 14077 | 39371.xml | 0 | 0 | | CUS | FXA02
2004-Sep-16 11:31 | 14076 | 39371.xml | 0 | 0 | | CUS | FXA02
2004-Sep-14 12:47 | 14075 | validfully.xml | 1 | 1 | Prod | CSA |
2004-Sep-14 12:44 | 14074 | validfully.xml | 1 | 2 | Prod | CSA |
2004-Sep-14 12:40 | 14073 | validfully.xml | 1 | 2 | Prod | CSA |
2004-Sep-13 08:52 | 14072 | b67sX149a.xml | 1 | 20 | Test | CSA |
2004-Sep-13 08:44 | 14071 | b67sX149.xml | 1 | 20 | Test | CSA |
2004-Sep-09 15:24 | 14070 | databases955_360_4.xml | 1 | 1 | Prod | CSA |
Results 1 - 10 of 46 NEXT LAST

2. Review the error code in the "Reason" column. Below are the error codes you may encounter, and a suggestion to resolve the problem:

Error Code	Error Description	Potential Solution
FXA00	This is not a valid HBS XML file transmission	**Software problem** – file created does not comply with Ministry format standard. Contact your software vendor. When your scale site software is fixed, re-create the file and re-submit to HBS.
FXA01	Batch count must match count of all batches in transmission file	**Software problem** – file created does not comply with Ministry format standard. Contact your software vendor. When your scale site software is fixed, re-create the file and re-submit to HBS.
FXA02	All scale sites on all batch headers in transmission must be configured for detail submission	Contact your ministry scaling representative – the scale site is not configured for detail scale returns.
FXA03	Creator must be a valid ministry client number/location code **or** the licensee's **client number** was	Contact the HBS Help Desk – the client number in the creator code field is not a valid client number/location code

Error Code	Error Description	Potential Solution
	accidentally entered.	according to the Ministry's Client Management System.
FBA01	Scale site must be valid	Contact your ministry scaling representative – the scale site is not configured correctly or does not exist.
FBA02	From scale date must be valid	**Software problem** - date is not formatted correctly in the scale site software. When your scale site software is fixed, re-create the file and re-submit to HBS.
FBA03	To scale date must be valid	**Software problem** - date is not formatted correctly in the scale site software. When your scale site software is fixed, re-create the file and re-submit to HBS.
FBA04	Document count must match count of all documents in batch	**Software problem** – contact your scale site software vendor. When your scale site software is fixed, re-create the file and re-submit to HBS.
FBA05	For PSS, PPS batches, batch control total must match the sum of log counts on all tallies in batch	**Software problem** – contact your scale site software vendor. When your scale site software is fixed, re-create the file and re-submit to HBS.
FBB05	For WSB, WSR batches, batch control total must match the sum of gross weights on weigh slips in batch	**Software problem** – contact your scale site software vendor. When your scale site software is fixed, re-create the file and re-submit to HBS.
FBC05	For ARL, DPL, POT, WSO batches, batch control total must be the count of ledger entries or scale returns in batch	**Software problem** – contact your scale site software vendor. When your scale site software is fixed, re-create the file and re-submit to HBS.

If you are unable to determine why your XML files are being rejected by HBS, contact the HBS Help Desk for assistance: FORHVAP.HBSHELP@gems8.gov.bc.ca or phone (within Victoria: 250-387-8349 (outside Victoria) 1-877-387-8349.

6.2. Weekly HBS Activities

To Perform Weekly HBS Activities

- Check scale returns to ensure all are in the appropriate status (for example: "Ready" and not in "Error")
- Ensure all scale returns have been received by HBS by completing the following searches:
  - ✓ Search for Scale Event Anomalies
  - ✓ Weighing Event Gaps and Duplicates
  - ✓ Arrival Event Gaps and Duplicates
  - ✓ Weigh Slips without matching Samples
  - ✓ Samples without matching Weigh Slips
  - ✓ Weigh Slips without matching Red Tag Scales
- Search for and resolve Digital Signature Failures
- Ensure submitted MOF samples fit the stratum description

What are HBS Anomaly Reports?

The HBS Anomaly Reports will assist you in managing scale data submissions to HBS by identifying gaps, duplicates or mismatches.

It is important to remember the anomalies returned will only be those detected since the **latest run of the anomaly batches**. For example, if the anomaly batch jobs were run last Monday, any scale returns submitted or entered since that time will **not** be included in the search results. This includes both the anomaly (a new gap, duplicate or mismatch) and the solution to that anomaly (the scale return that fills a gap, the replacement to remove a duplicate, or the other half of the mismatch).

Anomaly Report Type	Criteria	Functionality
Scaling Event Gaps & Duplicates	SCALER RETURN NUMBER	HBS will review the log and sample tallies provided – looking for gaps and duplicates in the scaler return number for a given scaler. A scaler return number can have 4 digits. A scaler return number will **NOT** be reset at the beginning of a calendar year. When a return number reaches 9999, it will be reset to 1 on the next return. Special Forest Product tallies are currently **not included** in this process.
Weighing Event Gaps & Duplicates	SITE WEIGH SLIP NUMBER	HBS will review the weigh slips provided – looking for gaps and duplicates in the weigh slip number for a given scale site. The weigh slip number can have 10 digits.
Arrival Event Gaps & Duplicates	SITE SCALE YEAR LOAD ARRIVAL NUMBER PARCEL COUNT PARCEL ID	HBS will review log and sample tallies plus arrival ledgers provided – looking for gaps and duplicates in the load arrival number for a given scale site. The load arrival number can have 10 digits. The load arrival number will not be reset. The load arrival number field is currently alpha-numeric. Non-numeric prefixes and suffixes (including spaces) are not considered during the anomaly analysis.
Weigh Slip/Sample Mismatches	SITE WEIGH SLIP NUMBER	Samples are linked to the original weigh slip using the weigh slip number. HBS will review the sample tallies plus weigh slips provided – looking for mismatches: • Weigh slips designated as a sample and no sample submitted • Samples where the linked weigh slip either

Anomaly Report Type	Criteria	Functionality
		does not exist, or was not designated as a sample. Weigh slip numbers must be purely numeric in order for the sample tallies to be compiled. If the weigh slip number is not numeric, HBS will accept and hold sample tallies in "Error" status.
Weigh Slip/Red Tag Mismatches	SITE WEIGH SLIP NUMBER	Red tag tallies are linked to the original weigh slip using the weigh slip number. HBS will review the red tag tallies plus weigh slips provided – looking for: • Weigh slips defined as red tag and no red tag tally has been submitted • Red tag tallies where the linked weigh slip either does not exist or was not designated as red tag Weigh slip numbers on red tag tallies must be purely numeric. This means if a red tag tally is submitted with a weigh slip number that is not purely numeric, the tally will be held in "Error" status and will not be invoiced.

To Find Gaps & Duplicates

1. Ensure you are logged onto HBS.

2. From the HBS Home Page, select the **Scale Control** tab.

3. Select Search for **Scale Event Anomalies**.

4. Select the **Anomaly Type** you wish to search for (the first 3 options are for gaps and duplicates, the next 6 options are for mismatches):

HBS anomaly logic will consider the scale return as "missing" if the scale return status is:

AWAITING APPROVAL

SUPERCEDED

DELETED

HELD

5. Select the **Anomaly Status** to search for (the default is **ALL**, but there are options such as Auto-Cleared, Outstanding, Stale-dated, User-Cleared). The "Outstanding" option should be used to find *only* anomalies that are not already resolved or stale-dated.

6. Enter the **Event Date** range ("From" and "To").

7. In the **Additional Criteria** area, enter either a Scale Site or District/Region.

8. Select Submit.

9. In the example shown below, one of the gaps has been auto-cleared because the missing scale return (weigh slip 108541) has been submitted to HBS. The remaining four outstanding gaps

must be resolved – either by submitting the missing scale return to HBS or contacting your local scaling representative for assistance:

If the return has been received by HBS, gaps will be auto-cleared by the system every Monday.

List of Weighing Event Gaps and Duplicates • Help

Selected Search Criteria
Anomaly Status: All
From Event Date: 2004-Aug-01
To Event Date: 2004-Sep-01
Scale Site: 316
Scale Site Name: RIVERSIDE FOREST PROD.

EXAMPLE

Scale Site	Weigh Slip	Scale Date	Pop/Strat/Year	Timber Mark	Event Type	Primary Scaler	Anomaly Type	Count	Anomaly Status	Select?
316	108542	2004-Aug-04	3004 03 2004	49/557	Primary Scale	514F	Gap	1	Auto-cleared	
316	108580	2004-Aug-05	3004 14 2004	ER4897	Sample	514F	Gap	1	Outstanding	☐
316	108619	2004-Aug-06	3004 03 2004	49/557	Primary Scale	5920	Gap	1	Outstanding	☐
316	108629	2004-Aug-06	3004 03 2004	49/557	Primary Scale	9197	Gap	1	Outstanding	☐
316	109267	2004-Aug-18	3004 14 2004	49/604	Primary Scale	514F	Gap	1	Outstanding	☐

Results 1 - 5 of 5

TIP The return number identified by HBS as "missing (gap)" is the scale return for the weigh slip number **proceeding** the weigh slip displayed in this report.

For this example, the report displays weigh slip number **108580** – this means the scale return for weigh slip number **108579** has not been submitted to HBS. The scale site must take action to ensure the scale return for weigh slip number 108579 is submitted to HBS. Once the scale return is submitted to HBS, the "gap" will be auto-cleared by HBS.

Show me how

To Search for Digital Signature Failures

A digital signature failure will occur in HBS if:

Only a Ministry of Forests official has the authority to clear a digital signature failure using **on-line** HBS screens.

- The scaler who collected the data did not complete the digital signature process using their Authentication Key. In this case, the scaler should digitally sign the original scale return(s) and re-submit to HBS.
- The scaler is using an invalid Authentication Key (for example, the scaler entered their Authentication Key number in lower case rather than upper case, or used an authentication key that does not correspond to the scale date). In this case, the scaler should contact the local Ministry of Forests scaling office to acquire the valid Authentication Key for the scale date of the

returns. The scaler will use the valid authentication key to digitally sign the original scale return(s) and re-submit to HBS.

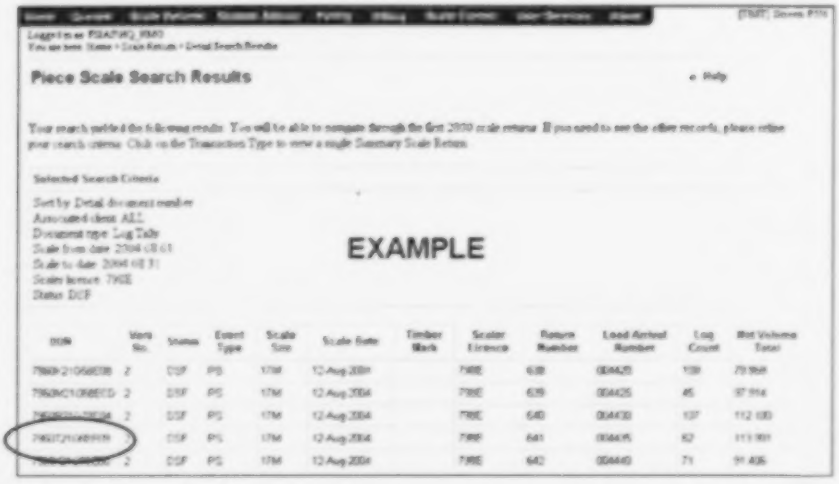
- A corrected scale return from an industry business system has been transmitted to HBS. However, the original version of the scale return (collected and signed by the scaler) was not submitted to HBS.

1. Ensure you are logged onto HBS.
2. From the HBS Home page, select the **Scale Returns** tab.
3. From the Scale Return Menu screen (P002), select (click on) the **Search for a Set of Returns: Detail** option.
4. Select the appropriate **Scale Type** radio button (Piece, Weight or Sample Scale).
5. Click on the drop-down arrow in the **Version Status** field and choose **Digital Signature Failure**.
6. Enter a search criteria:

7. Select Submit.

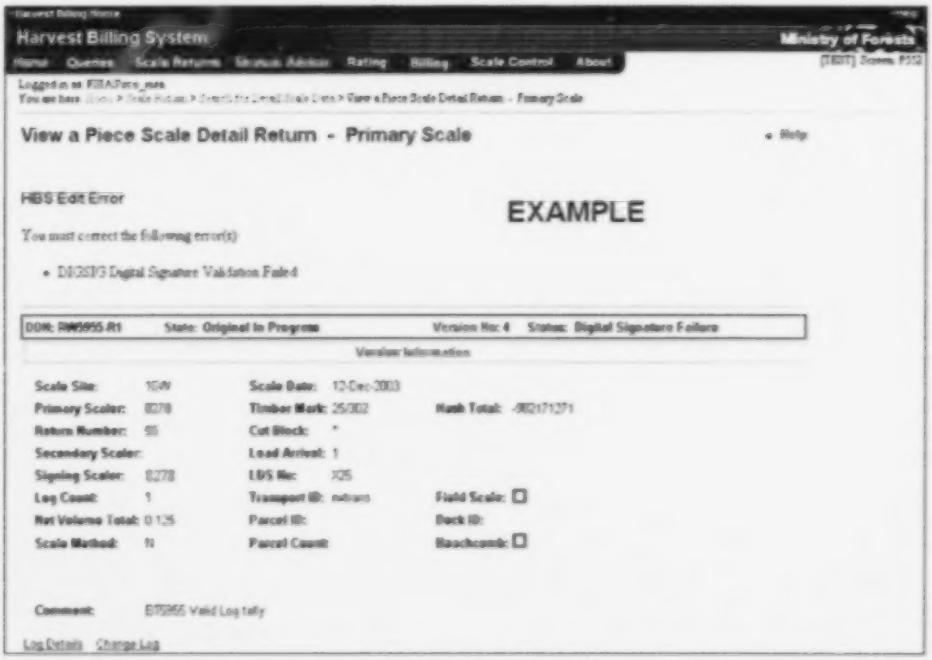
8. HBS will return a list of returns matching the search criteria. In the **DDN** column, click on the appropriate hyperlink to view the detail scale return:

An Authentication Key is **date sensitive** and is linked to the scale date. If a scaler has changed their Authentication Key and Digital Signature Failures occur, contact the HBS Help Desk to help resolve the problem.



9. The scale return will look similar to the example shown below:

Only a Ministry of Forests official has the authority to clear a digital signature failure **online** in HBS.



The scaler who collected the scale data can correct the Digital Signature Failures by **re-signing**, **re-compiling** and **re-submitting** the scale returns to HBS. If you require further assistance, contact your local Ministry of Forests scaling staff.

To Ensure all Submitted MOF Samples fit the Stratum Description

The procedure to compare the sample segregation percentages to the approved sample plan may vary from region to region. However, there are several tools you can use to determine if the samples are conforming to the strata descriptions found in the approved sampling plan:

If you find the submitted MOF samples do **not** fit the stratum description, contact the Ministry of Forests.

- Review the Stratification and Sample Frequency document for the population (an example is provided below),

Rather than using the Stratification and Sample Frequency document shown here, some regions are using Stratum Advisor 2000 to develop Sample Plans. The completed plan is faxed to the appropriate district office(s) where a ministry official will program it in at the appropriate scale site(s).

The Regional Scaling Specialist is responsible for entering the Sample Plan into HBS.

Once the Sample Plan is entered in HBS, the district scaling staff, scalers and the population holder are responsible for administering and monitoring the Sample Plan.

EXAMPLE

2004 Sample Year
STRATIFICATION AND SAMPLE FREQUENCY
as an integral part of the Sampling Plan for

FILE _____ LICENCEE _____

POPULATION ___ SCALE STATION # ___ TOTAL LOADS EXPECTED (n) ___

EFFECTIVE PERIOD OF SCALING _____

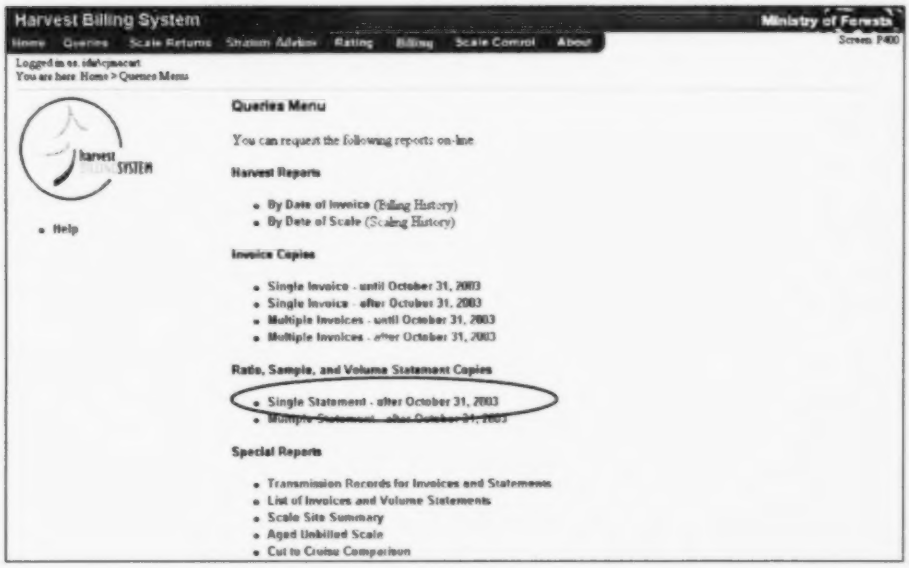
Strata #	Sample Rate 1 in X	Stratum Name	Stratum Description	Timber Source	Annual Load Estimate
1	9	FI	Specie - 90% + FI Grade - All grades	Renewable Tenures Only FLA18701, R06129 FLA18700, TSL47384	693
2	10	LO/SP/BA	Specie – 90%+ LO/SP/BA Grade – All grades	Renewable Tenures Only FLA18701, R06129 FLA18700, TSL47384	932
3	11	LO	Specie - 90% + LO Grade - All grades	Renewable Tenures Only FLA18701, R06129 FLA18700, TSL47384	443
4	10	FI Purchase	Specie – 90% + FI Grade - 85% + Green Sawlog	Purchase TSL & Private Timber Marks	114
5	9	LO/SP/BA Purchase	Specie – 90% + LO/SP/BA Grade - 85% + Green Sawlog	Purchase TSL & Private Timber Marks	104
7	10	LO - Purchase	Specie – 90% + LO Grade - 70% + Green Sawlog	Purchase TSL & Private Timber Marks	110
8	4	LO Dead/Dry	Specie – 90% + LO Grade - 70% + dead/dry grades (3&5)	Purchase	51
9	5	FI – Coast	Specie – 90% + FI Grade - 100% coast grades	Coast timber from Pemberton area	69
10	10	FI – Thinnings	Specie – 80% + FI Grade - less then 20% green sawlog	Purchase	100
11	2	LO – Coast	Specie – 90% + LO Grade - 100% coast grades	Coast timber from Pemberton area	25

- **Any load that does not meet the requirements for the above strata shall be red tagged and stick scaled.**
- **The descriptor "Green Sawlog" appearing after "Grade" above refers only to logs graded as grade code blank.**

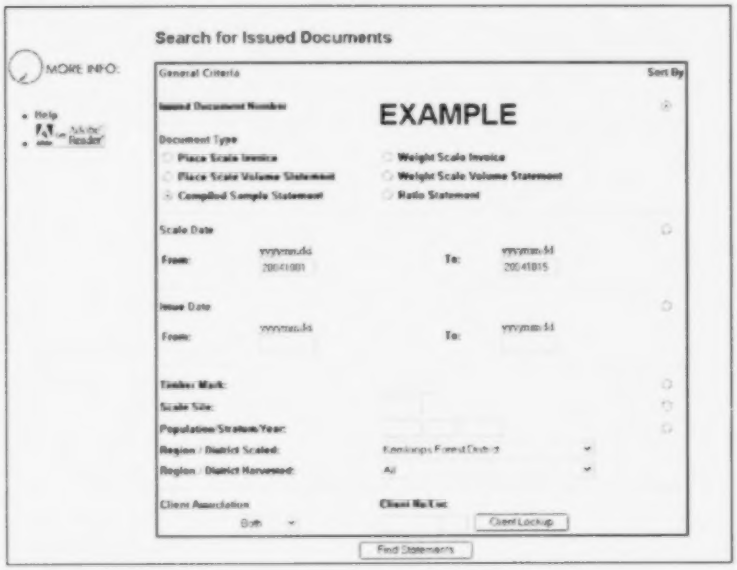
- View the samples in HBS, and/or
- View the strata in HBS.

To View the Samples in HBS

1. Ensure you are logged onto HBS.
2. From the HBS Home page, select the **Queries** tab.
3. In the Queries Menu, select the **Ratio, Sample and Volume Statement Copies > Multiple Statement – after October 31, 2003** option:

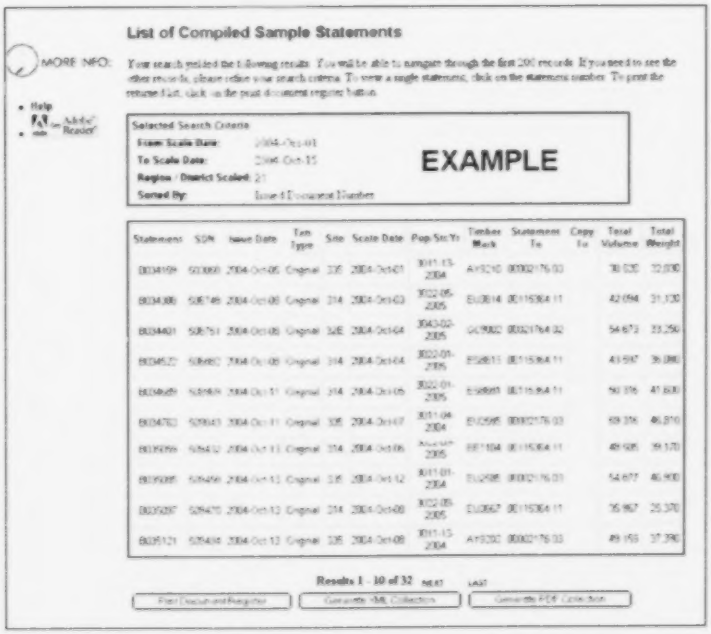


4. In the Search for Issued Documents screen, click the **Compiled Sample Statement** radio button and enter a search criteria:



5. Select Find Statements.

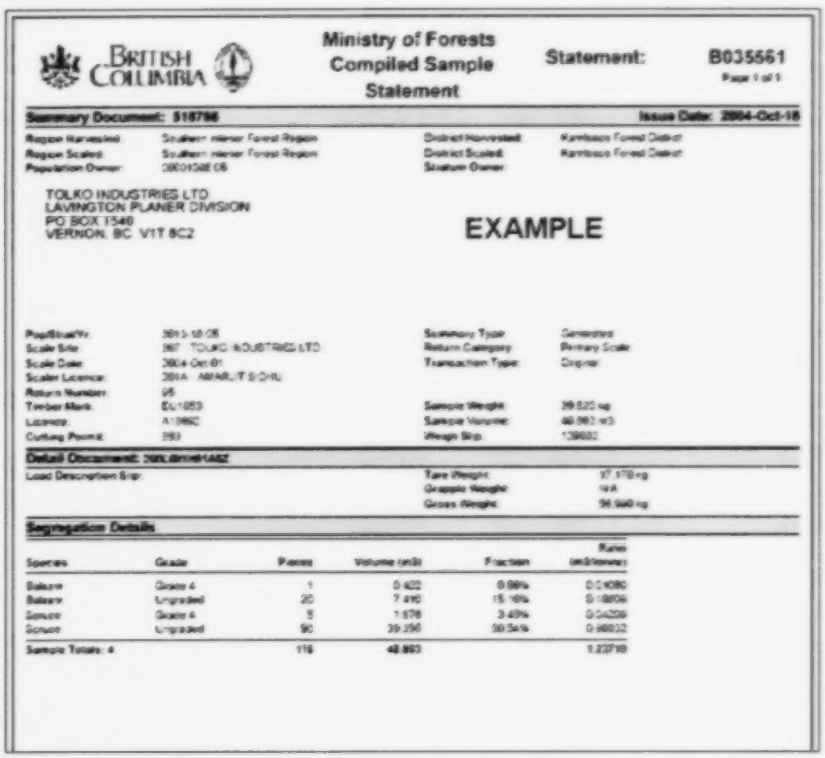
6. To view a sample scale generated summary return, click on the hyperlink in the **SDN** column:



TIP Use the Print Document Register button to print your results rather than scrolling through the screens.

The Generate XML Collection button is used when you want to find information about a scale and you aren't the person that provided the scale (for example, if you have an interest in the sampling profile for a given area).

If you select the Generate PDF Collection button, you can view the compiled sample statement and segregation details:



BRITISH COLUMBIA

Ministry of Forests
Compiled Sample Statement

Statement: B035561

Page 1 of 1

Summary Document: 516786 **Issue Date:** 2004-Oct-18

Region Harvested: Southern Interior Forest Region
Region Scaled: Southern Interior Forest Region
Population Owner: 3800408 08

District Harvested: Kamloops Forest District
District Scaled: Kamloops Forest District
Stratum Owner:

TOLKO INDUSTRIES LTD
LAVINGTON PLANER DIVISION
PO BOX 1540
VERNON, BC V1T 8C2

EXAMPLE

Pop/Strat/Yr: 3811 / 13 / 2004
Scale Site: 335 TOLKO INDUSTRIES LTD
Scale Date: 2004-Oct-01
Scaler Licence: 7100 ABRAHAM SCHIL
Return Number: 05
Timber Mark: EA1053
Licence: A19852
Cutting Permit: 253

Summary Type: Generated
Return Category: Primary Scale
Transaction Type: Original

Sample Weight: 39,520 kg
Sample Volume: 48.993 m3
Weigh Slip: 129882

Detail Document: 700L0010401A02

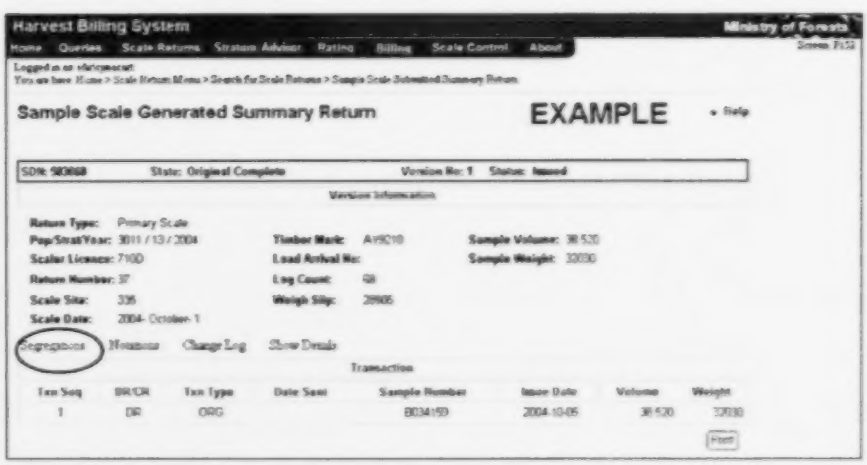
Load Description Slip:

Tare Weight: 17,170 kg
Grapple Weight: n/a
Gross Weight: 56,690 kg

Segregation Details

Species	Grade	Pieces	Volume (m3)	Fraction	Ratio (m3/tonne)
Balsam	Grade 4	1	0.422	0.86%	0.014080
Balsam	Ungraded	20	7.440	15.19%	0.188506
Spruce	Grade 4	5	1.678	3.43%	0.042539
Spruce	Ungraded	90	39.356	80.36%	0.998322
Sample Totals: 4		116	48.993		1.227710

7. Or, to view the sample scale summary return segregations, click on the Segregations hyperlink:



Harvest Billing System — Ministry of Forests

Home | Queries | Scale Returns | Stratum Advisor | Rating | Billing | Scale Control | About

Logged on as: vbrimacombe

You are here: Home > Scale Return Menu > Search for Scale Returns > Sample Scale Generated Summary Return

Sample Scale Generated Summary Return **EXAMPLE** Help

SDR: 520868 State: Original Complete Version No: 1 Status: Issued

Version Information

Return Type: Primary Scale
Pop/Strat/Year: 3811 / 13 / 2004
Scaler Licence: 7100
Return Number: 37
Scale Site: 335
Scale Date: 2004- October- 1

Timber Mark: AY9210
Load Arrival No:
Log Count: 58
Weigh Slip: 28905

Sample Volume: 38.520
Sample Weight: 32030

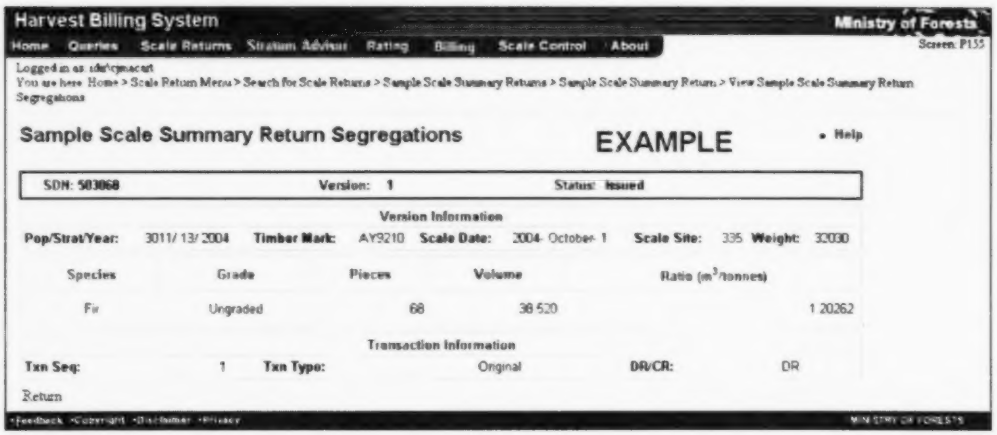
Segregations | Measures | Change Log | Show Details

Transaction

Txn Seq	DR/CR	Txn Type	Date Sent	Sample Number	Issue Date	Volume	Weight
1	DR	ORG		B034159	2004-10-05	38.520	32030

Print

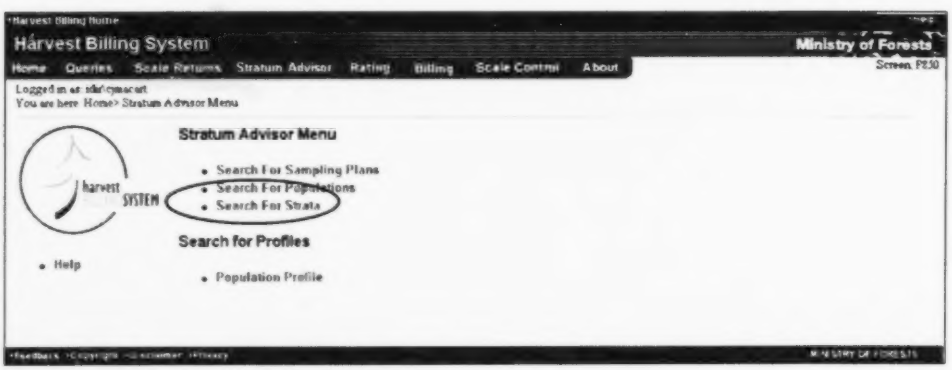
Does the sample scale conform to the description contained in the active sampling plan? Is the volume and ratio reasonable?



Show me how

To View the Population Strata in HBS

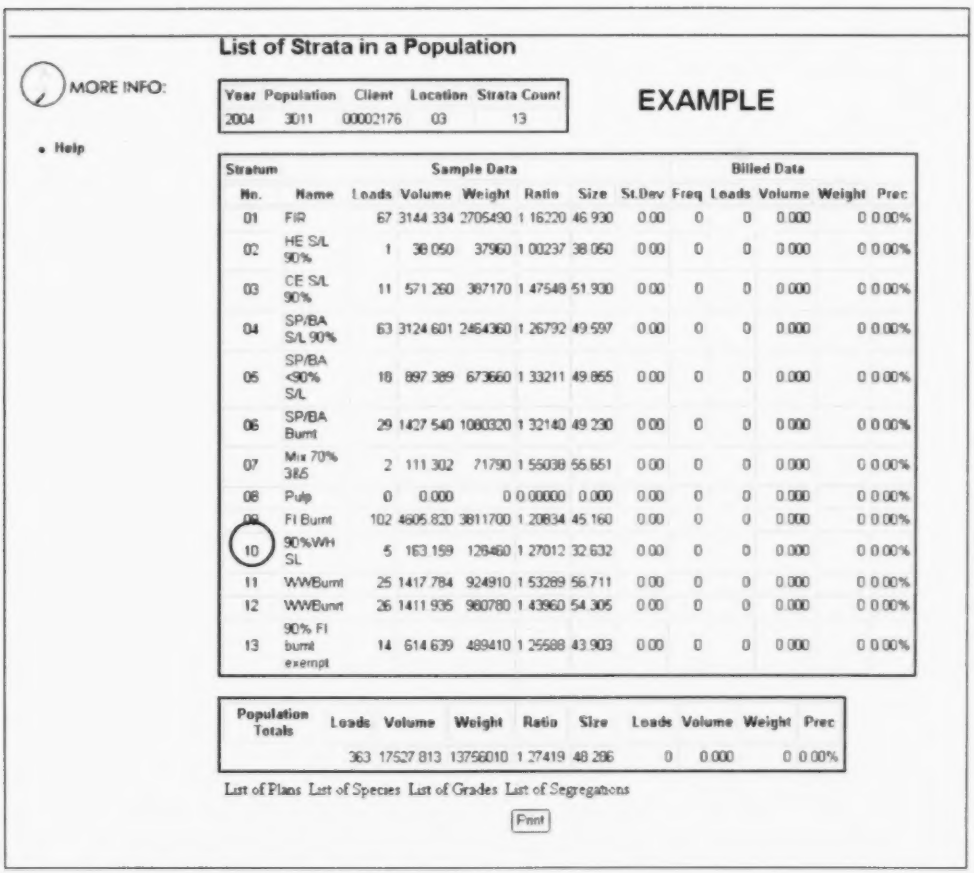
1. Ensure you are logged onto HBS.
2. From the HBS Home page, select the **Stratum Advisor** tab.
3. In the Stratum Advisor Menu, select **Search for Strata**:



4. In the Search for Strata screen, enter your search criteria:

5. Select Submit.

6. In the List of Strata in a Population, click on the appropriate hyperlink in the **Stratum No.** column:



List of Strata in a Population

MORE INFO:

Help

EXAMPLE

Year	Population	Client	Location	Strata Count
2004	3011	00002176	03	13

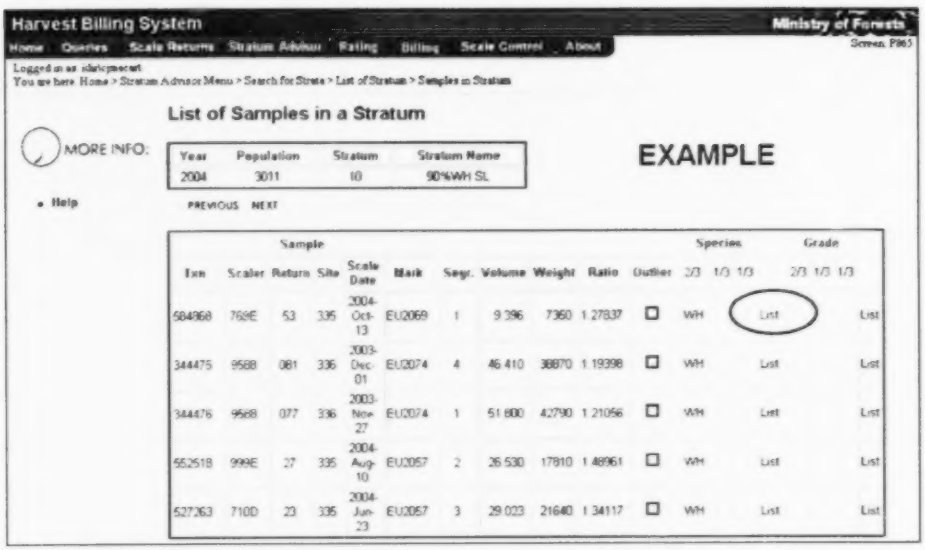
Stratum		Sample Data						Billed Data				
No.	Name	Loads	Volume	Weight	Ratio	Size	St.Dev	Freq	Loads	Volume	Weight	Prec
01	FIR	67	3144.334	2705490	1.16220	46.930	0.00	0	0	0.000	0	0.00%
02	HE S/L 90%	1	38.050	37960	1.00237	38.050	0.00	0	0	0.000	0	0.00%
03	CE S/L 90%	11	571.260	387170	1.47548	51.930	0.00	0	0	0.000	0	0.00%
04	SP/BA S/L 90%	63	3124.601	2464360	1.26792	49.597	0.00	0	0	0.000	0	0.00%
05	SP/BA <90% S/L	18	897.389	673660	1.33211	49.865	0.00	0	0	0.000	0	0.00%
06	SP/BA Burnt	29	1427.540	1080320	1.32140	49.230	0.00	0	0	0.000	0	0.00%
07	Mix 70% 3R5	2	111.302	71790	1.55038	56.651	0.00	0	0	0.000	0	0.00%
08	Pulp	0	0.000	0	0.00000	0.000	0.00	0	0	0.000	0	0.00%
09	FI Burnt	102	4605.820	3811700	1.20834	45.160	0.00	0	0	0.000	0	0.00%
10	90%WH SL	5	163.159	128460	1.27012	32.632	0.00	0	0	0.000	0	0.00%
11	WWBurnt	25	1417.784	924910	1.53289	56.711	0.00	0	0	0.000	0	0.00%
12	WWBurnt	26	1411.935	980780	1.43960	54.305	0.00	0	0	0.000	0	0.00%
13	90% FI burnt exempt	14	614.639	489410	1.25588	43.903	0.00	0	0	0.000	0	0.00%

Population Totals	Loads	Volume	Weight	Ratio	Size	Loads	Volume	Weight	Prec
	363	17527.813	13756010	1.27419	48.296	0	0.000	0	0.00%

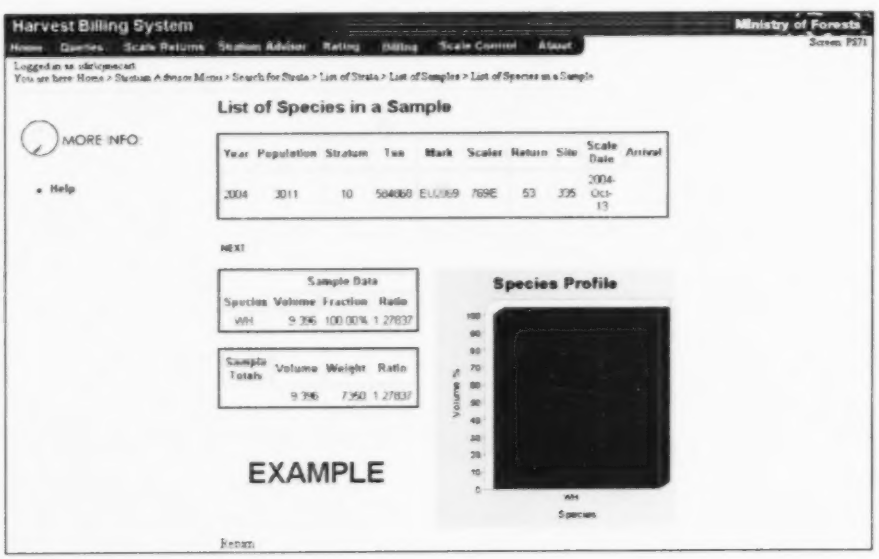
List of Plans List of Species List of Grades List of Segregations

Print

7. HBS will return a list of samples collected for the specific stratum you have chosen. To view the species contained in the Sample, click on the appropriate hyperlink next to the **Species** column:


Harvest Billing System
Ministry of Forests
Home Queries Scale Returns Stratum Advisor Rating Billing Scale Control About
Screen: P865
Logged in as: clarkjmccart
You are here: Home > Stratum Advisor Menu > Search for Strata > List of Stratum > Samples in Stratum
List of Samples in a Stratum
MORE INFO:
Help
Year Population Stratum Stratum Name
2004 3011 10 90%WH SL
EXAMPLE
PREVIOUS NEXT
Sample
Species
Grade
Txn Scaler Return Site Scale Date Mark Segt. Volume Weight Ratio Outlier 2/3 1/3 1/3 2/3 1/3 1/3
584968 769E 53 335 2004-Oct-13 EU2069 1 9 396 7360 1 27837 WH List List
344475 9588 081 336 2003-Dec-01 EU2074 4 46 410 38870 1 19398 WH List List
344476 9588 077 336 2003-Nov-27 EU2074 1 51 800 42790 1 21056 WH List List
552518 999E 27 335 2004-Aug-10 EU2057 2 26 530 17810 1 48961 WH List List
527363 710D 23 335 2004-Jun-23 EU2057 3 29 023 21640 1 34117 WH List List

Does the sample scale conform to the description contained in the active sampling plan? Is the volume and ratio reasonable?



TIP Use the Back button on your internet browser to select the next sample scale to view.

6.3. Monthly HBS Activities

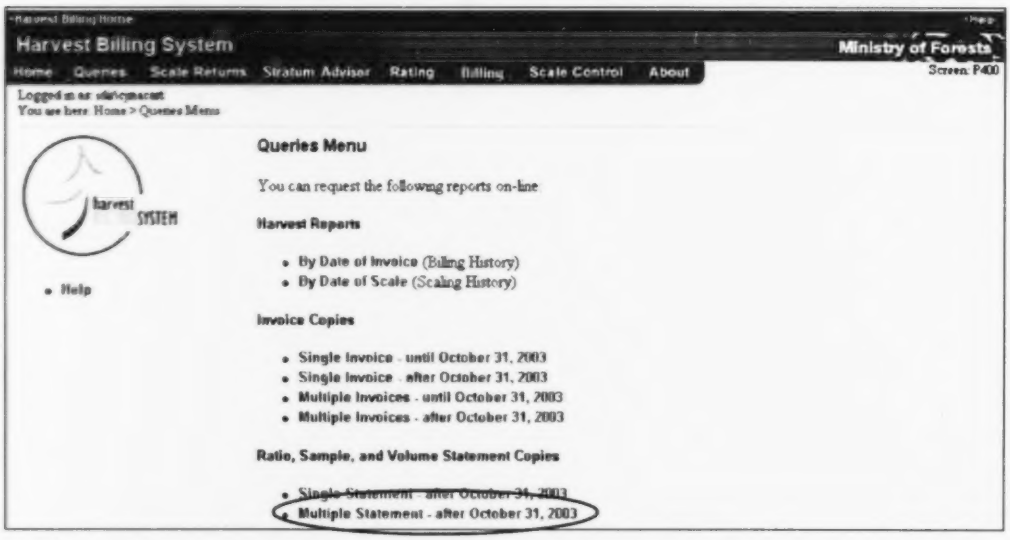
To Perform Monthly HBS Activities

- Ensure all MOF samples selected are added to ratio files. Ratio Statements are issued to the stratum owner either in paper or electronic format.

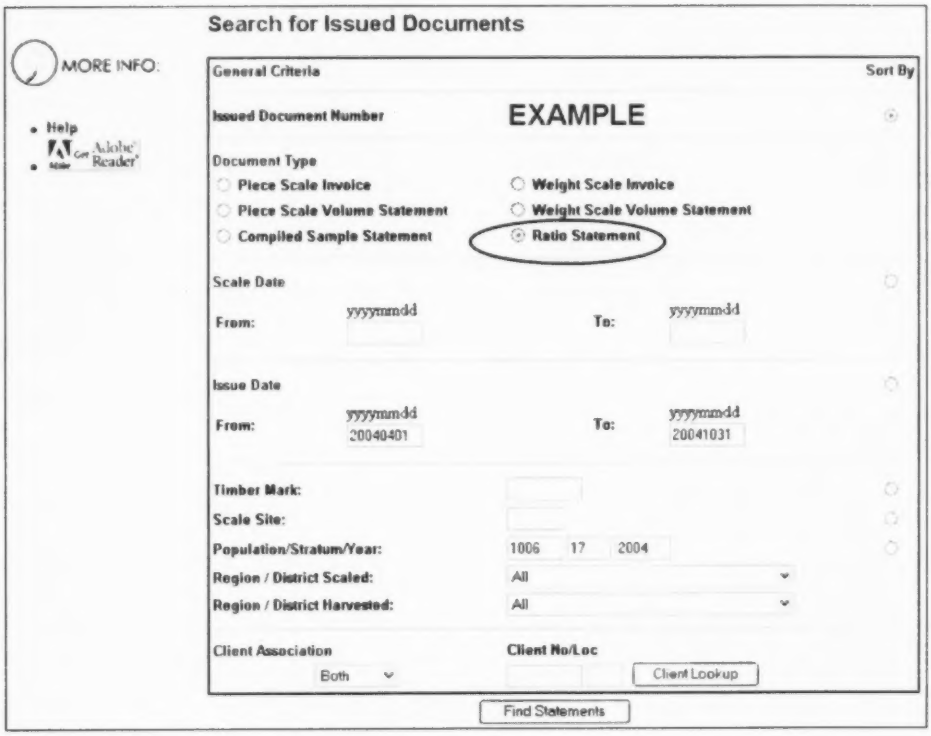
To Ensure all MOF Samples Are Added to the Ratio Statement

To compare the segregation details listed in the Ratio Statement to the samples scaled in the population, follow the procedure below:

1. Ensure you are logged onto HBS.
2. From the HBS Home page, select the **Queries** tab.
3. From the Queries Menu screen (P400), select Ratio, Sample and Volume Statement Copies > **Multiple Statement – after October 31, 2003** option:



4. In the Search for Issued Documents screen (P450), select the radio button for the **Ratio Statement** Document Type and enter a search criteria:



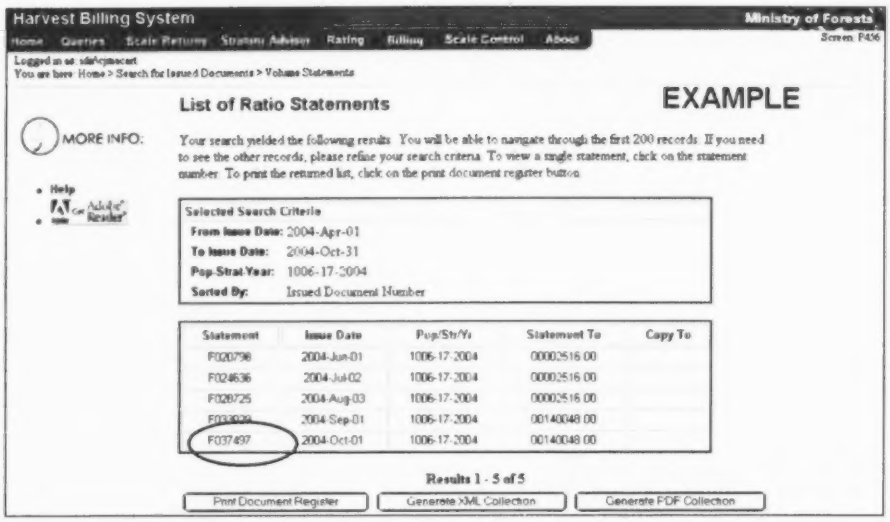
5. Select Find Statements.

6. The ratio statements that match your search criteria will be returned in the List of Ratio Statements screen (P456). Click on the hyperlink in the **Statement** column to view the Ratio Statement:

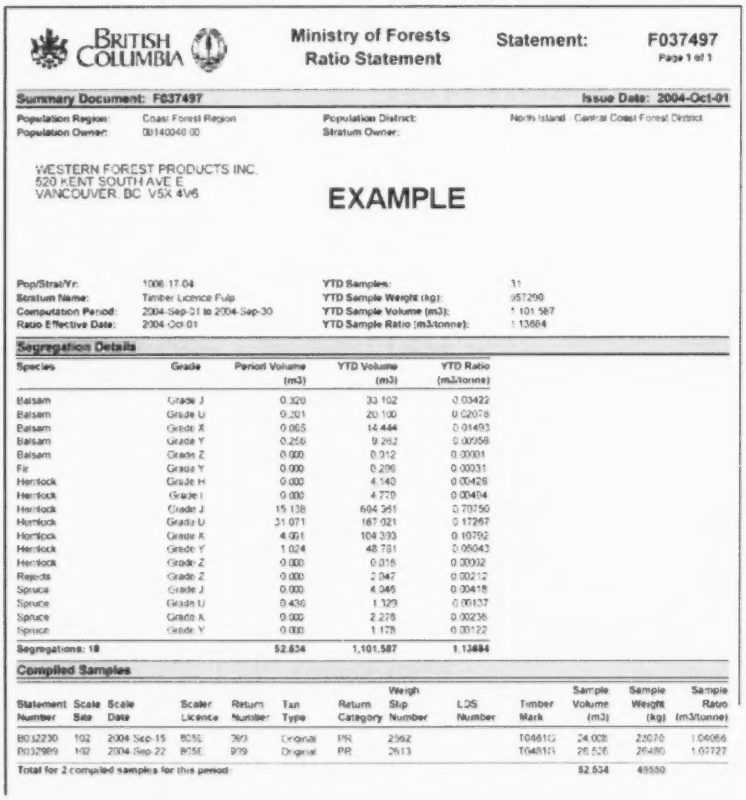
TIP Use the Print Document Register button to print your results rather than scrolling through the screens.

The Generate XML Collection button may be used to produce that statements or invoices in an XML format that can be downloaded to an industry business system for reconciliation of the scale returns.

It may also be used to acquire scaling information and you aren't the person that provided the scale (for example, if you have an interest in the sampling profile for a given area).


Harvest Billing System
Ministry of Forests
Home Queries Scale Returns Stratum Advisor Rating Billing Scale Control About
Screen: F436
Logged in as: idir\jsmacent
You are here: Home > Search for Issued Documents > Volume Statements
List of Ratio Statements
EXAMPLE
MORE INFO:
Your search yielded the following results. You will be able to navigate through the first 200 records. If you need to see the other records, please refine your search criteria. To view a single statement, click on the statement number. To print the returned list, click on the print document register button.
Help
Selected Search Criteria
From Issue Date: 2004-Apr-01
To Issue Date: 2004-Oct-31
Pop/Strat/Year: 1006-17-2004
Sorted By: Issued Document Number
Statement
Issue Date
Pop/Str/Yr
Statement To
Copy To
F020798 2004-Jun-01 1006-17-2004 00002516.00
F024636 2004-Jul-02 1006-17-2004 00002516.00
F028725 2004-Aug-03 1006-17-2004 00002516.00
F033829 2004-Sep-01 1006-17-2004 00140048.00
F037497 2004-Oct-01 1006-17-2004 00140048.00
Results 1 - 5 of 5
Print Document Register
Generate XML Collection
Generate PDF Collection

7. Click on the hyperlink for the appropriate population in the **Statement** column to find summary details for the Pop/Str/Yr Segregation and compiled samples:


BRITISH COLUMBIA
Ministry of Forests
Ratio Statement
Statement: F037497
Page 1 of 1
Summary Document: F037497
Issue Date: 2004-Oct-01
Population Region: Coast Forest Region
Population Owner: 00140048.00
Population District: North Island - Central Coast Forest District
Stratum Owner:
WESTERN FOREST PRODUCTS INC.
520 KENT SOUTH AVE E
VANCOUVER BC V5X 4V6
EXAMPLE
Pop/Strat/Yr: 1006-17-04
Stratum Name: Timber Licence Pulp
Computation Period: 2004-Sep-01 to 2004-Sep-30
Ratio Effective Date: 2004-Oct-01
YTD Samples: 31
YTD Sample Weight (kg): 957290
YTD Sample Volume (m3): 1,101.587
YTD Sample Ratio (m3/tonne): 1.13884
Segregation Details
Species Grade Period Volume (m3) YTD Volume (m3) YTD Ratio (m3/tonne)
Balsam Grade J 0.320 33.102 0.03422
Balsam Grade U 0.201 20.100 0.02078
Balsam Grade X 0.065 14.484 0.01493
Balsam Grade Y 0.259 9.262 0.00958
Balsam Grade Z 0.000 0.012 0.00001
Fir Grade Y 0.000 0.296 0.00031
Hemlock Grade H 0.000 4.140 0.00428
Hemlock Grade I 0.000 4.779 0.00494
Hemlock Grade J 15.138 684.361 0.70750
Hemlock Grade U 31.071 167.021 0.17267
Hemlock Grade X 4.021 104.330 0.10792
Hemlock Grade Y 1.024 48.761 0.05043
Hemlock Grade Z 0.000 0.016 0.00002
Rejects Grade Z 0.000 2.047 0.00212
Spruce Grade J 0.000 4.046 0.00418
Spruce Grade U 0.436 1.129 0.00117
Spruce Grade X 0.000 2.276 0.00236
Spruce Grade Y 0.000 1.178 0.00122
Segregations: 18 52.634 1,101.587 1.13884
Compiled Samples
Statement Number Scale Site Scale Date Scaler Licence Return Number Tax Type Return Category Weigh Slip Number LOS Number Timber Mark Sample Volume (m3) Sample Weight (kg) Sample Ratio (m3/tonne)
8032230 102 2004-Sep-15 8055 393 Original PR 2592 T04810 24.008 23070 1.04066
8032989 102 2004-Sep-22 8055 979 Original PR 2613 T04810 28.626 26480 1.07727
Total for 2 compiled samples for this period: 52.634 49550

6.4. Annual HBS Activities

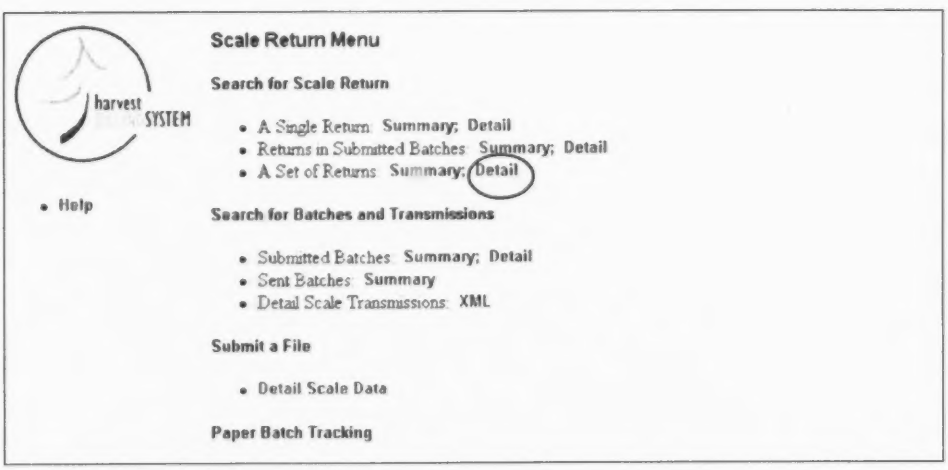
To Perform Annual HBS Activities

The Ministry of Forests must be provided sufficient lead time **prior to the effective date** to review the Sampling Plan and program into the Weight Scale Software.

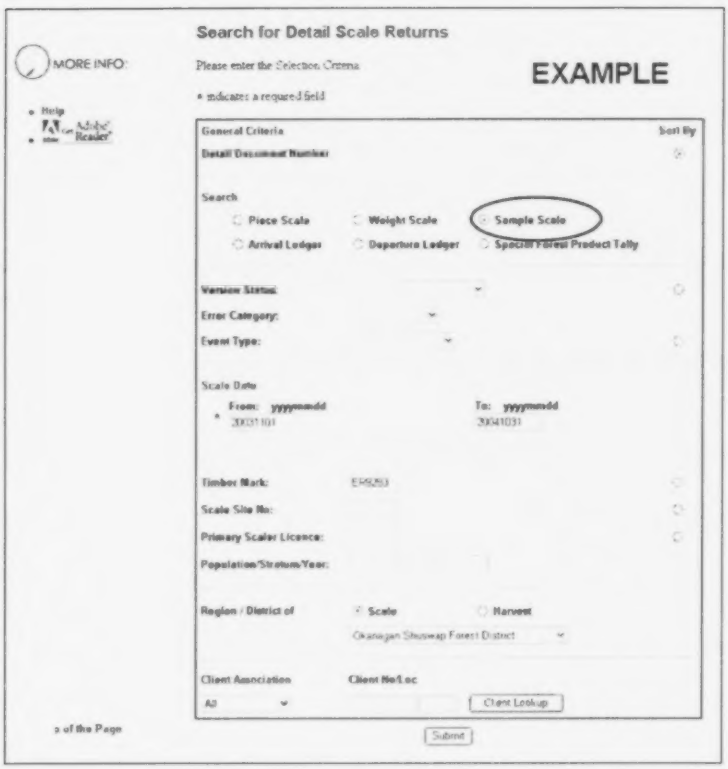
- Submit annual sample plans to HBS and advise the appropriate Ministry of Forests Sample Plan Administrator the plan is awaiting review and approval.
- Ensure all sample loads for the cyclic billing year are processed.

To Ensure all Sample Loads for the Cyclic Billing Year are Processed

1. Ensure you are logged onto HBS.
2. From the HBS Home page, select the **Scale Returns** tab.
3. From the Scale Return Menu screen (P002), select **Search for Scale Return > A Set of Returns > Detail** option:



4. In the Search for Detail Scale Returns screen (P046), select the **Sample Scale** radio button and enter search criteria:



5. Select Submit.

6. HBS will return a list of sample scale returns that match your search criteria. To ensure all sample loads for the cyclic billing year have been processed, ensure all sample scale returns display a status of **ISS** (issued) in the Status column.

Sample Scale Search Results

• Help

Your search yielded the following results. You will be able to navigate through the first 2000 scale returns. If you need to see the other records, please refine your search criteria. Click on the Transaction Type to view a single Summary Scale Return.

Selected Search Criteria

Sort by: Detail document number
Associated client: ALL
District scaled: Okanagan Shuswap Forest District
Document type: Sample Tally
Scale from date: 2004 01 31
Scale to date: 2004 09 30
Timber mark: ER9283

EXAMPLE

DDN	Ven No.	Status	Event Type	Scale Site	Scale Date	Pop/Strat/Year	Timber Mark	Scaler Licence	Return Number	Sampled Weigh Slip	Log Count	Net Volume Total
701T311F09D04	1	ISS	SS	326	05-Aug-2004	3013/ 07/ 2005	ER9283	7090	11	3901	223	41.365
782FV61H0200V	1	ISS	SS	326	27-Sep-2004	3013/ 09/ 2005	ER9283	7820	26	7227	28	40.458
K321X21G6350H	1	ISS	SS	3AA	13-Aug-2004	3044/ 01/ 2004	ER9283	K335	225	3739	119	45.044
K323I31H9350M	1	ISS	SS	3AA	16-Sep-2004	3044/ 01/ 2004	ER9283	K335	239	3986	111	45.527
K32WV31G63503	1	ISS	SS	3AA	10-Sep-2004	3044/ 01/ 2004	ER9283	K335	238	3963	126	43.264

Results 1 - 5 of 5

Suppress History | Print

7. USING HBS

7.1. Event Types

Piece Scale - Log Tallys

Scale Type	Event Type	When to Use
PIECE SCALE	**Primary Scale (PS)**	Use when unscaled timber arrives at the scale site from the area the timber was harvested from (Crown or private lands).
	From Site Deck (FD)	Use when timber is removed from a deck of unscaled timber stored at the scale site and is not attributable to any specific load.
	Local Red Tag (RT)	Use when a load of unscaled timber arrives at a weighing site and the scaler determines the load will require piece scaling. Red Tag loads occur when a load of timber does not meet any of the strata requirements at the weigh scale site.
	Remote Red Tag (RR)	Use when a load of timber arrives at a weigh scale site and the scaler determines the load will require piece scaling – however the load is being scaled at a scale site other than the site where it was weighed. Red Tag load occur when a load of timber does not meet any of the strata requirements at the weigh scale.
	Piece Check Scale (CS)	Used by a ministry check scaler to re-measure a load of timber scaled by the original scaler (to maintain scaling standards and uniform scaling practices throughout the province). The check scale is used to compare scale results in terms of volume and value in addition to assessing compliance with the scaler's authorization to scale.
OTHER	**SB4 Rescale (4R)**	Use when a load of timber was scaled previously at another scale site and has been transported to the current site for re-scaling. Scale returns with this event type must be submitted to HBS and will consume a scale return number.
	Company Use (CU)	This event type is for company use only – a scale return will not be submitted to HBS and a scale return number will not be consumed.

Scale Type	Event Type	When to Use
SAMPLE SCALE	**Local Sample (SS)**	Use for a load of timber that has been selected as a MOF sample load.
	Remote Sample (RS)	Use for a load of timber that was selected as a MOF sample load, but is being scaled at a different scale site.
	Sample Check Scale (CS)	Used by a ministry check scaler to re-measure a sample load of timber scaled by the original scaler.

Weight Scale – Weigh Slips

Scale Type	Event Type	Stratum	When to Use
WEIGHT SCALE	**Primary Scale (PS)**	**Billable:** HBS Strata **Cruise Based:** Non-HBS Strata	Use when unscaled timber arrives at the weigh scale site from the area the timber was harvested from (Crown or private lands).
	Local Sample (SS)	**Billable:** In PS strata	Use when a load of timber has been selected as a MOF sample.
	Remote Sample (RS)	**Billable:** in PS strata/must be different strata in some software	Use when a load of timber was selected to be an MOF sample but is being scaled at a different scale site than the weighing site.
	Primary Departure	**Billable:** in PS strata/must	Use when a load of unscaled timber arrives at the weighing site from the area the timber was harvested from (Crown or private lands) and is being weighed through and delivered to a different

Scale Type	Event Type	Stratum	When to Use
	(PD)	be different strata in some software	district scale site.
	Local Red Tag (RT)	**Red Tag:** non HBS strata	Use when a load of unscaled timber arrives at a weighing site and the scaler determines the load will require piece scaling. Red Tag loads occur when a load of timber does not meet any of the strata requirements at the weigh scale site.
	Remote Red Tag (RR)	**Red Tag:** non HBS strata	Use when a load of timber arrives from a weight scale site and the scaler determines the load will require piece scaling – however the load was approved to be piece scaled at a different site than the weighing scale site. Red Tag load occur when a load of timber does not meet any of the strata requirements at the weigh scale.
OTHER	**SB4 Rescale (4R)**	**Previously Scaled:** non-HBS strata	Use when a load of scaled timber arrives from another scale site (load arrives marked with a previously scaled Timber Brand and a Load Description Slip certified by the scaler). This code is used for loads that have been previously billed (for example: Forestry Licences to Cut – Cash Sales and cruise-based tenures) or loads originated from out-of-province.
	Departure (DP)	**Company Use Out:** non-HBS strata	Use when a load of timber is being shipped out of the weigh scale site.
	Company Use (CU)	**Company Use In:** non-HBS strata	Use for other commodity weighings (such as lumber, gravel etc) or for timber that has been previously scaled at the current site and is now being re-scaled from inventory. Scale returns with this event type will not be submitted to HBS and will not consume a scale return number.

Scale Site Arrival Ledger

Scale Type	Event Type	When to Use
ARRIVAL LEDGER	**Primary Scale (PS)**	Use when a load of unscaled timber arrives from the area the timber was harvested from (Crown or private lands) that will be scaled with the load integrity intact.
	Scaled Before (B4)	Use when a load of scaled timber arrives from another scale site. These loads will arrive marked with a previously scaled Timber Brand and a Load Description Slip certified by a scaler. This code may also be used for loads that have been previously billed (example: Forestry Licences to Cut – Cash Sales and cruise-based tenures) and loads originating from out-of-province.
	SB4 Rescale (4R)	Use when a load of scaled timber arrives from another scale site. These loads will arrive marked with a previously scaled Timber Brand and a Load Description Slip certified by a scaler. This code is also used for loads that have been previously billed (example: Forestry Licences to Cut – Cash Sales and cruise based tenures) and loads originating from out-of-province. Timber coded 4R **differs** from B4 in that the site owner/operator is choosing to rescale the timber and submit the detail scale data to HBS. Please note: **loads designated 4R will consume a scaler return number.**
	To Site Deck (TD)	Use when a load of unscaled timber arrives from the area the timber was harvested from and will be added to an unscaled storage deck (surge pile) of the same timber mark. Please Note: **Approval from the Ministry of Forests is required before proceeding with this practice as the integrity of individual loads is lost.**
	From Site Deck (FD)	Use when timber is removed from a storage deck (surge pile) and spread for scaling.
	Remote Sample (RS)	Use when a load of timber (originally selected to be a MOF sample load, however, the ministry has approved the sample to be scaled at this scale site rather than the weighing site) arrives.

Scale Type	Event Type	When to Use
		Please Note: **Record the Originating Scale Site code and Weigh Slip Number in the corresponding ledger fields.**
	Remote Red Tag (RR)	Use when a load of timber (previously determined at the weighing site to require piece scaling, but approved by the ministry to be piece scaled at this site rather than the weighing site) arrives. Please Note: **Record the Originating Scale Site code and Weigh Slip Number in the corresponding ledger fields.**

Scale Site Departure Ledger

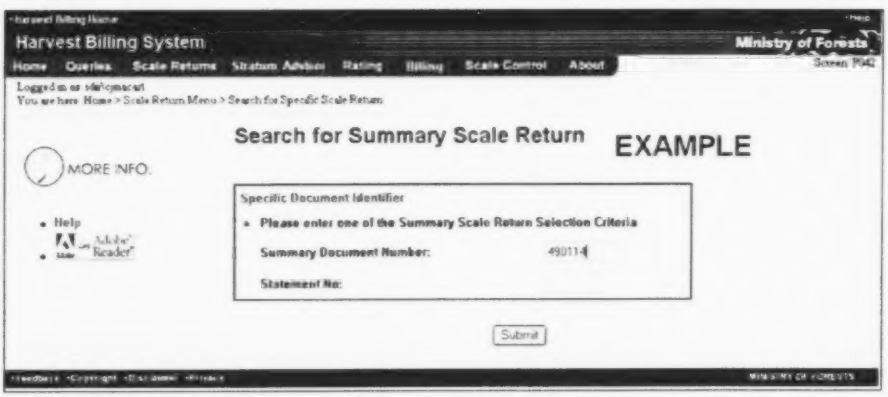
Scale Type	Event Type	When to Use
DEPARTURE LEDGER	**Departure (DP)**	Use when a load of timber is being transferred from the scale site.

8. FINDING SCALE DATA USING HBS

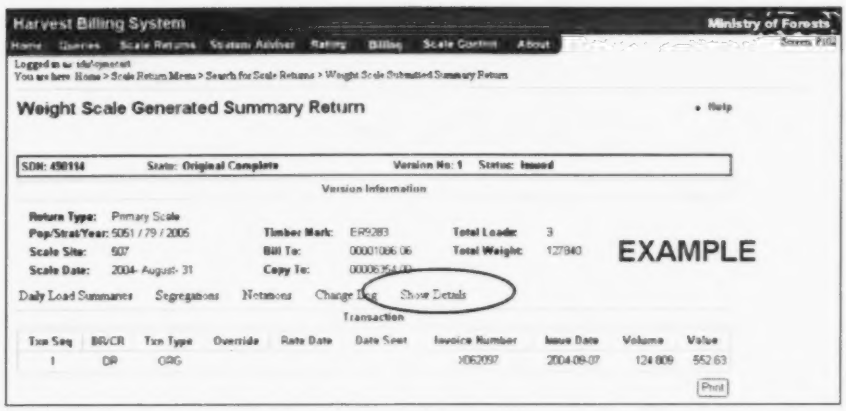
To find a Scale Return in HBS if I know the Summary Document Number

If you know the HBS summary document number for a scale return submitted to HBS for your company and you want to view details about the return in HBS, use the following procedure:

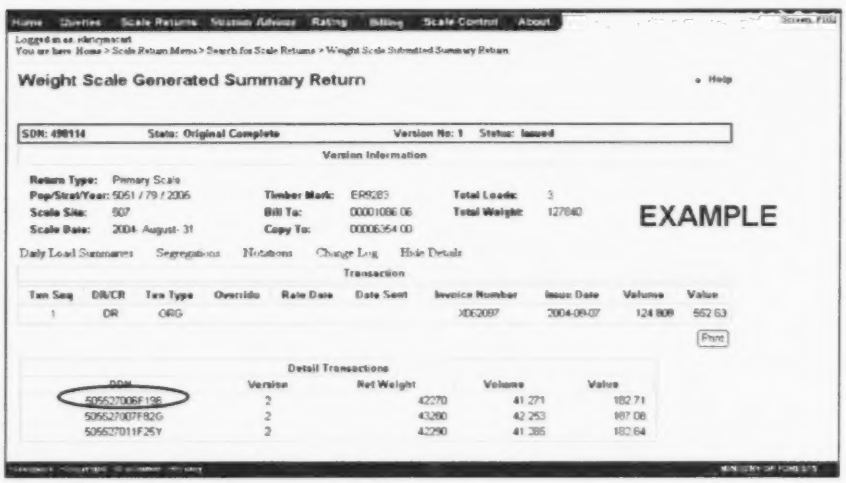
1. Ensure you are logged onto HBS.
2. From the HBS Home Page, select the **Scale Return** tab.
3. In the Scale Return Menu screen (P002), select the **Search for Scale Return > A Single Return – Summary** option.
4. On the Search for Summary Scale Return screen (P042), insert the scale return document number in the **Summary Document Number** field.
5. Select Submit.



6. HBS will display the Summary Return. To view the detail scale returns, click on the Show Details hyperlink:



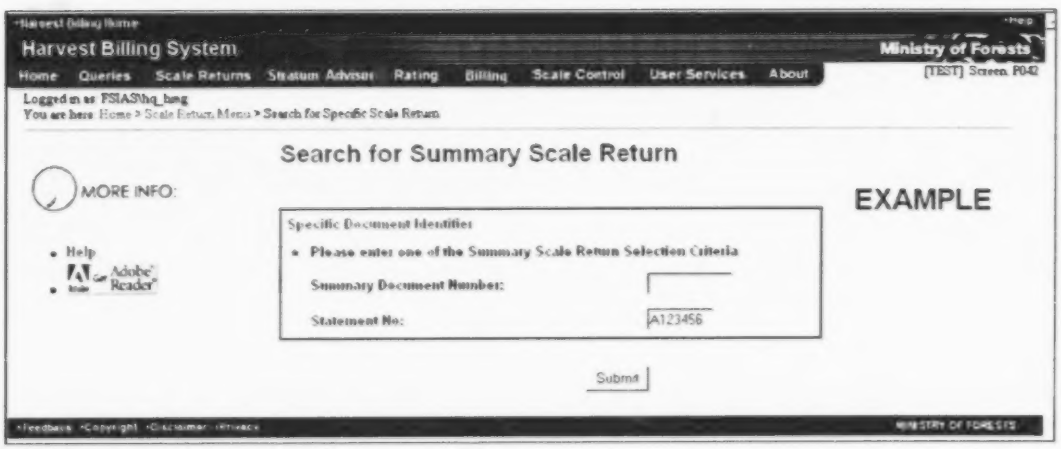
The detail scale returns included in the Generated Summary Return will be displayed. To view the detail scale return, click on the Detail Document Number (**DDN**) hyperlink:



To find a Scale Return in HBS if I know the Statement Number

If a scale return has been invoiced to your company and you want to view details about the return in HBS, use the following procedure:

1. Ensure you are logged onto HBS.
2. From the HBS Home Page, select the **Scale Return** tab.
3. In the Scale Return Menu screen (P002), select the **Search for Scale Return, Single Return – Summary** option.
4. On the Search for Summary Scale Return screen (P042), insert the statement number in the **Statement No** field.
5. Select Submit.

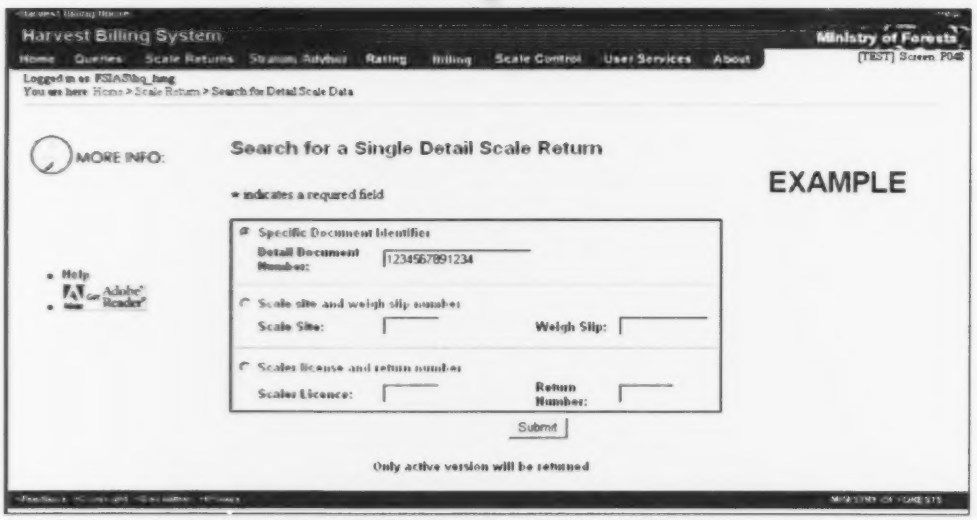


HBS will navigate to the **Summary Scale Return** screen. Click on the Invoice number to view or print the invoice (PDF format).

To find a Scale Return by Detail Document Number

If you know the HBS detail document number for a specific scale return in (for your company) and you want to find and view the scale return in HBS, use the following procedure:

1. Ensure you are logged onto HBS.
2. From the HBS Home Page, select the **Scale Returns** tab.
3. In the Scale Return Menu screen (P002), select the **Search for Scale Return, Single Return – Detail** option.
4. In the Search for Detail Scale Return screen (P048), select the radio button for **Specific Document Identifier**:



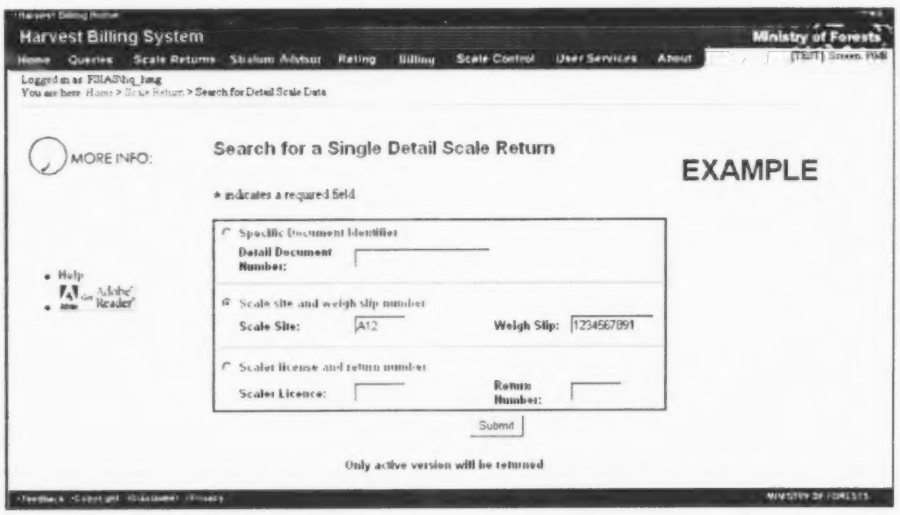
5. Insert the scale return number in the **Detail Document Number** field.
6. Select Submit.

To find a Weigh Slip Scale Return by Weigh Slip Number

If you want to find a specific weigh scale return in HBS (for your company), use the following procedure:

1. Ensure you are logged onto HBS.
2. From the HBS Home Page, select the **Scale Returns** tab.
3. In the Scale Return Menu screen (P002), select the **Search for Scale Return, Single Return – Detail** option.
4. In the Search for Detail Scale Return screen (P048), select the radio button for **Scale site and weigh slip number**:

Step 5: you must enter both a **scale site code and a weigh slip number** for your search to be successful **and** ensure you select the appropriate radio button.



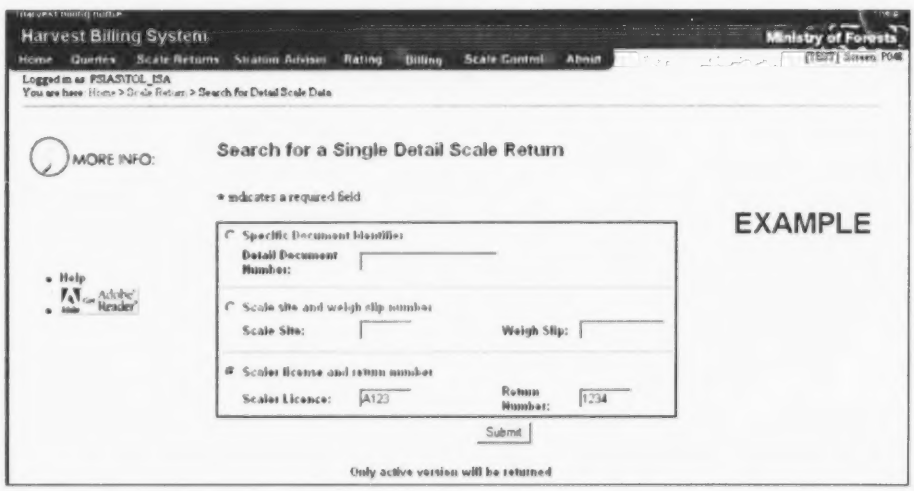
5. Insert the **Scale Site** code and **Weigh Slip** number.
6. Select Submit.

To find a Scale Return (not Weigh Slip) using Scaler License & Return Number

You can also find scale returns in HBS for your company by searching by scaler license and scale return number:

1. Ensure you are logged onto HBS.
2. From the HBS Home Page, select the **Scale Returns** tab.
3. In the Scale Return Menu screen (P002), select the **Search for Scale Return, A Single Return – Detail** option.
4. On the Search for Detail Scale Return screen (P048), select the radio button for Scaler License and Return Number:

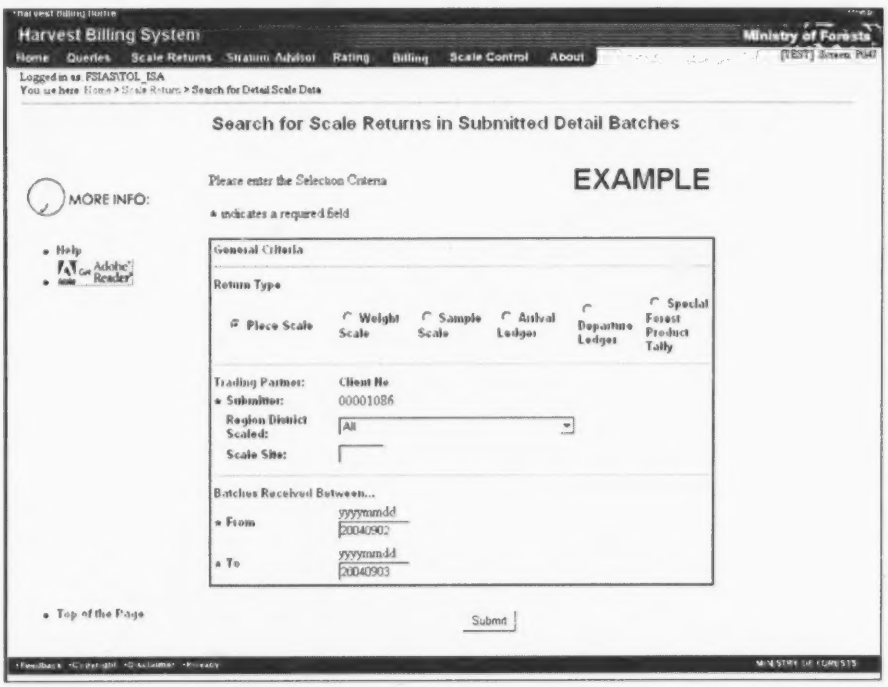
Step 5: you must enter both a **scaler license and return number** for your search to be successful **and** ensure you select the appropriate radio button.



5. Insert the **Scaler License** number and **Return Number** in the appropriate fields.
6. Select Submit .

To Search for Scale Returns in Submitted Detail Batches

1. Ensure you are logged onto HBS.
2. From the HBS Home page, select the **Scale Returns** tab.
3. From the Scale Return Menu screen (P002), select the **Returns in Submitted Batches – Detail** option.
4. From the **Search for Scale Returns in Submitted Detail Batches** screen (P047), select the appropriate **Return Type** radio button:



TIP To refine your search further, select the drop-down arrow in the **Region/District Scaled** field, and select the appropriate Region/District.

5. Enter a date range in the **Batches Received Between**… area.
6. Select Submit.

To Search for a set of Summary Scale Returns by Date Issued

1. Ensure you are logged onto HBS.
2. From the HBS Home page, select the **Scale Returns** tab.
3. From the Scale Return Menu screen (P002), select the **A Set of Returns–Summary** option.
4. From the Search for Scale Returns screen (P045), select the appropriate **Scale Type** radio button:

5. Select the **Issue Date** radio button.
6. Enter a date range.
7. Select Submit .

TIP Your search will result in a list of returns, sorted by document number.

If you want to sort by other criteria, click on the appropriate radio button in the "**Sort By**" column.

To Search for a set of Summary Scale Returns by Scale Date

1. Ensure you are logged onto HBS.

2. From the HBS Home page, select the **Scale Returns** tab.

3. From the Scale Return Menu screen (P002), select the **A Set of Returns–Summary** option.

4. From the Search for Scale Returns screen (P045), select the appropriate **Scale Type** radio button.

TIP Your search will result in a list of returns, sorted by document number.

If you want to sort by other criteria, click on the appropriate radio button in the "**Sort By**" column.

5. Select the **Scaled Date** radio button.

6. Enter a date range.

7. Select Submit .

To Search for a set of Detail Scale Returns

1. Ensure you are logged onto HBS.

2. From the HBS Home page, select the **Scale Returns** tab.

3. From the Scale Return Menu screen (P002), select the **A Set of Returns–Detail** option.

4. From the Search for Detail Scale Returns screen (P046), select the appropriate **Search** radio button.

The returned list of scale returns from your search will be restricted to only **one** month of data if you **only** specify **Region/District of Scale or Harvest**.

TIP Your search will result in a list of returns, sorted by document number.

If you want to sort by other criteria, click on the appropriate radio button in the "**Sort By**" column.

5. Enter a date range.

6. Select Submit .

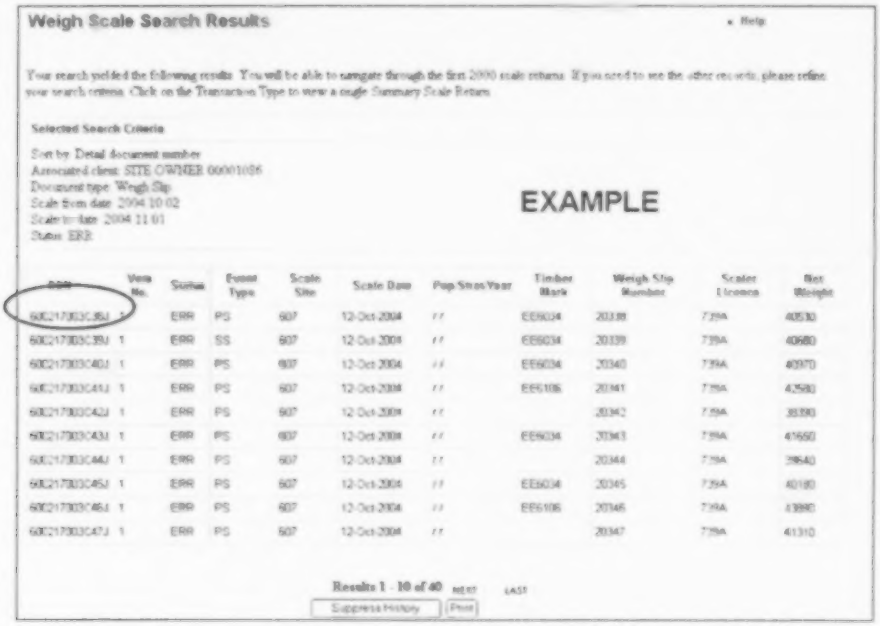
9. CORRECTING SCALE RETURNS

To correct a Detail Weight Scale Return in "Error" On-Line (Prior to Invoicing)

If a scale return has a status of **Issued** and requires correction, the scale return must be processed through the Ministry of Forests approval process.

1. Ensure you are logged onto HBS and have authority to correct scale return data.
2. From the Scale Return Menu screen (P002), select **Search for Scale Return > A Set of Returns > Detail** option:

3. In the Search for Detail Scale Returns screen (P046), select the **Weigh Scale** radio button and enter search criteria.
4. Select Submit .
5. HBS will return a list of returns matching your search criteria. In the **Weigh Scale Search Results** screen, click on the appropriate hyperlink in the **DDN** column:


Weigh Scale Search Results
Help
Your search yielded the following results. You will be able to navigate through the first 2000 scale returns. If you need to see the other records, please refine your search criteria. Click on the Transaction Type to view a single Summary Scale Return.
Selected Search Criteria
Sort by: Detail document number
Associated client: SITE OWNER 00001036
Document type: Weigh Slip
Scale from date: 2004/10/02
Scale to date: 2004/11/01
Status: ERR
EXAMPLE
DDN
Vers No.
Status
Event Type
Scale Site
Scale Date
Pup/Strat/Year
Timber Mark
Weigh Slip Number
Scaler License
Net Weight
Results 1 - 10 of 40
Suppress History
Print

Step 6: If the Hold button is not available, you may not be correctly set up in HBS – contact your local Ministry of Forests scaling staff.

6. Review the HBS Edit Error message and select the Hold button to correct the error(s):

7. Edit the appropriate fields.

8. Enter a comment (example: POP/STR/YEAR missed or original scale return submitted as POP/YEAR 2004 and should have been POP/YEAR 2005).

9. Select the Release button. You will notice the status of the scale return changes from "Error" to "Ready".

How to correct a scale return with an incorrect Event Type

Occasionally, a scaler or weigh master may incorrectly designate transactions in the field (for example, a scale return that should have been designated as "Red Tag" is incorrectly designated as a "Sample Scale") and submit the scale return to HBS.

If the scale return has an incorrect event type, use one of the following recommendations to correct the scale return:

- **FROM THE ORIGINATING SCALE SITE** – the scaler can correct, re-compile and re-submit the scale return to HBS. HBS will automatically supercede the incorrect transaction with the new (correct) submission, or

- **MINISTRY OF FORESTS** – if it is not feasible for the originating scale site to take corrective measures to fix the incorrect event type, contact your local Ministry of Forests scaling representative.

The Detail Document Number (DDN) for the original (incorrect) scale return is **not** used when the scale return is entered into HBS by the Ministry of Forests (if the original DDN used, HBS would reject the correction as a duplicate scale return).

Primary Departure/Remote Transactions Work

Remote Sample:

Samples on billable loads are chosen randomly after the timber is stratified. This means loads chosen for sampling are piece scaled and must be reported to the ministry as they are used as the basis of weight scale billing. Most samples are measured at the same location as the weighing measurement. These loads are designated as "**Sample Scale**" or "**Local Sample**" in HBS.

Occasionally, a weight scale operator will scale timber for other scaling sites. In these cases, the load will be hauled to the other site after weighing, dumped at the other site and then the truck will return to the original weight scale site to tare out. The event code associated with these types of weighings is **Primary Departure**. The sample loads from these Primary Departure Loads will also be sent to the other site for sampling. In this case, the weigher must indicate on the weigh slip that the load is a "**Remote Sample**" rather than a "Sample Scale". The weight scale software should take care of this event type designation if the stratum has been set up properly. The weigher must complete the following two fields:

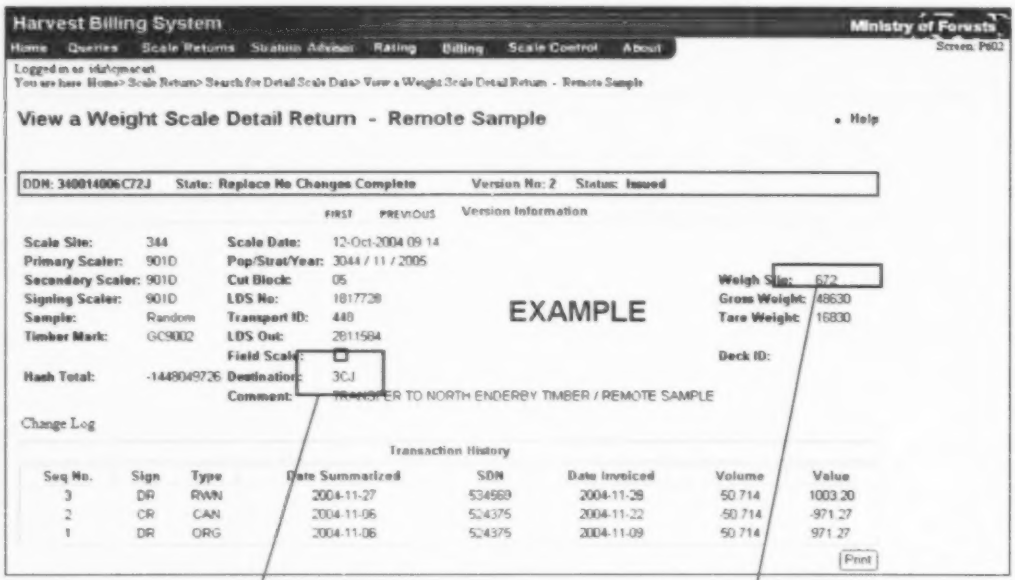
- **DESTINATION** – Scale site number where the timber will be sampled.
- **OUTGOING LDS NUMBER** – Load Description Slip number for transport between the weighing and sampling site.

When the load is sampled at the receiving (remote) site, the licensed scaler recording the log measurements must indicate the return is a "**Remote Sample**" rather than a "**Sample Scale**". The scaler must complete the following four fields:

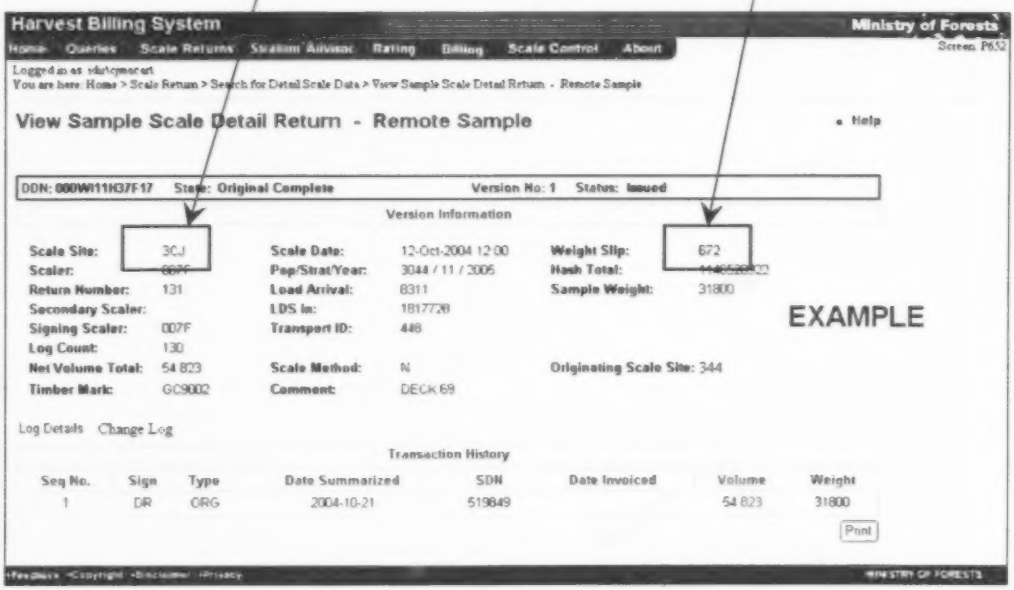
- **LOAD ARRIVAL NUMBER** – the next load arrival number for the scale site.
- **INCOMING LDS NUMBER**
- **TRANSPORT IDENTIFIER**
- **WEIGH SLIP NUMBER** – must be the number that was assigned to the load at the original site.
- **ORIGINATING SCALE SITE NUMBER** – must match the scale site number where the timber was originally weighed.

The example below illustrates how the Remote Sample process is completed:

Scale Site 672 - Weight scale return where timber was originally weighed.



Scale Site 3CJ – Sample scale return where timber was piece scaled.



The example shown above contains one error in the Remote Sample process. Notice the **LDS Out** value in the weight scale detail return is 2811584. The **LDS In** field in the Sample Scale detail return should have read 2811584, **not** 1817728.

Remote Red Tag:

In some situations, timber cannot be stratified, and therefore cannot be invoiced using the Ministry of Forests weight scale process. In these cases, the timber must be piece scaled for the Ministry of Forests. These loads are designated as "**Red Tag**" in HBS. HBS will expect a piece scale tally to be submitted for billing purposes.

Occasionally, a licenced scaler may not be available at the same location as the weighing measurement, and the load must be transported elsewhere for piece scaling. The weigh master must indicate on the weigh slip that the load is "**Remote Red Tag**" rather than "Red Tag". The weigh master must complete the following two fields:

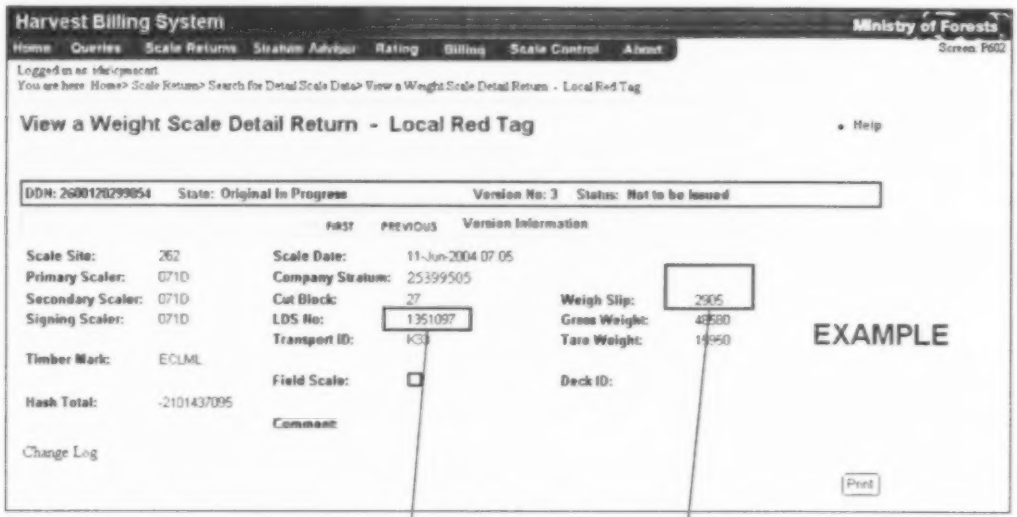
- **DESTINATION** – the scale site number where the timber will be scaled
- **OUTGOING LDS NUMBER** – Load Description Slip number for transport between the weighing and scaling site.

When the load is scaled at the receiving scale site, the scaler recording the log measurements must indicate on the tally that the load is "**Remote Red Tag**" rather than "Red Tag. The scaler must complete the following fields:

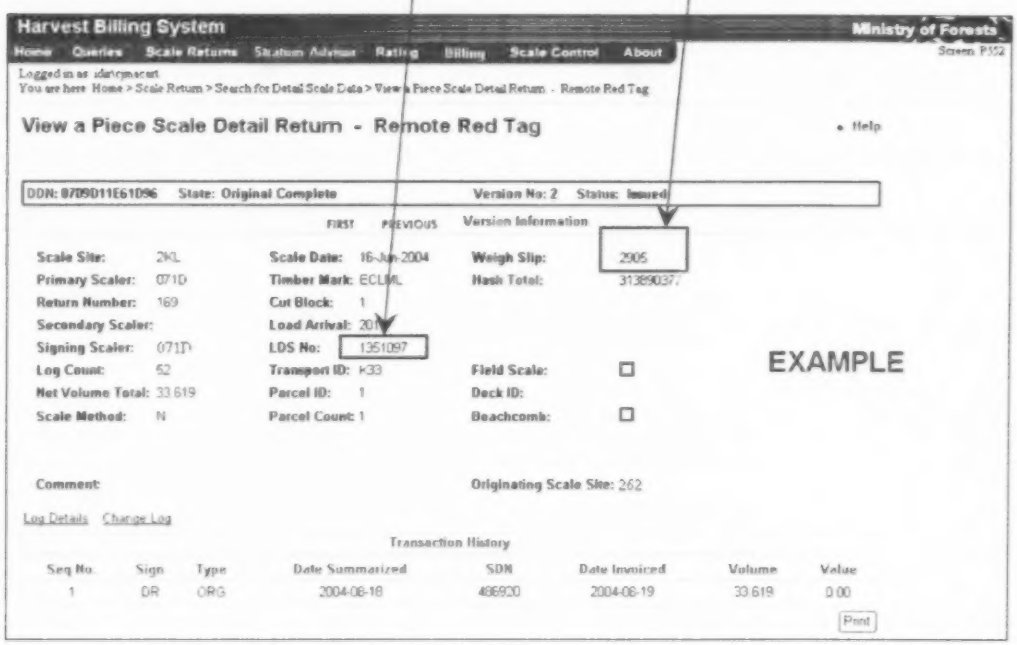
- **LOAD ARRIVAL NUMBER** - the next load arrival number for the scale site.
- **INCOMING LDS NUMBER** – should match the originating LDS number.
- **TRANSPORT IDENTIFIER**
- **ORIGINATING SCALE SITE NUMBER** – should match the scale site number where the timber was originally weighed.

The example below illustrates how the Remote Red Tag process is completed:

Scale Site 262 - Weight scale return where timber was originally weighed.



Scale Site 2KL - Piece scale return where timber was hand scaled.



In this example, the Weight Scale detail return is the wrong event type. The event type should have been **Remote Red Tag**, **not Local Red Tag**.

Primary Departure:

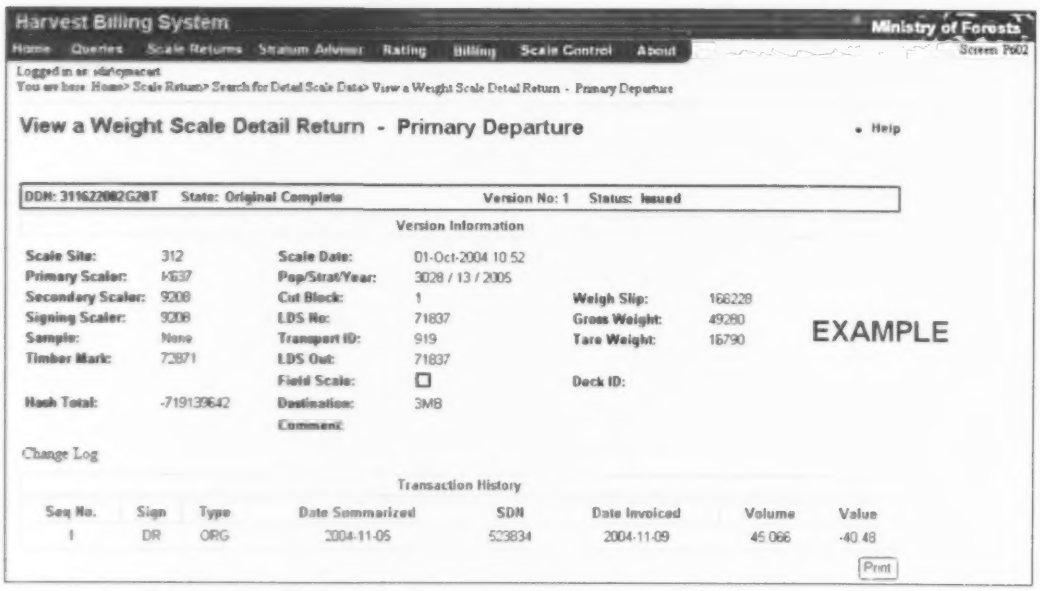
Occasionally, billable timber will be weighed at one scale site and then sent to another location before being removed from the truck. In this case, the HBS transaction is known as "**Primary Departure**". This transaction records:

- timber measurement for billing purposes, and
- records the departure of the load from the scale site (required by the Ministry of Forests).

The weigh master must indicate on the weigh slip that the load is "Primary Departure" (rather than "Primary Scale") and must complete the following two fields:

The Primary Departure event type may also be used for a weigh scale site with more than one Ministry of Forest scale site number.

- **DESTINATION** – scale site number where the timber will be sampled
- **OUTGOING LDS NUMBER** – Load Description Slip number for transport between the weighing and sampling scale sites.


Harvest Billing System
Ministry of Forests
Home Queries Scale Returns Stratum Advisor Rating Billing Scale Control About
Screen Pr02
Logged in as: slarkymacart
You are here: Home> Scale Return> Search for Detail Scale Data> View a Weight Scale Detail Return - Primary Departure
View a Weight Scale Detail Return - Primary Departure
Help
DDN: 311622082G28T State: Original Complete Version No: 1 Status: Issued
Version Information
Scale Site: 312
Primary Scaler: H637
Secondary Scaler: 9208
Signing Scaler: 9208
Sample: None
Timber Mark: 72871
Hash Total: -719139642
Scale Date: 01-Oct-2004 10:52
Pop/Strat/Year: 3028 / 13 / 2005
Cut Block: 1
LDS No: 71837
Transport ID: 919
LDS Out: 71837
Field Scale:
Destination: 3M8
Comment:
Weigh Slip: 166228
Gross Weight: 49280
Tare Weight: 16790
Deck ID:
EXAMPLE
Change Log
Transaction History
Seq No. Sign Type Date Summarized SDN Date Invoiced Volume Value
1 DR ORG 2004-11-05 523834 2004-11-09 45.066 -40.48
Print

For tracking purposes (using the example provided above), the scale site is not completing the arrival ledger, therefore the corresponding arrival entry transaction will not be found in HBS.

To Record Split Loads for a Piece Scale Site

On occasion, large loads of timber will arrive at a piece scale site and be "split" into multiple parcels for scaling. In these situations, multiple tallies will be submitted to HBS – each recording a portion of the billable timber.

Historically, when these large loads of timber arrive at a piece scale site, they are assigned a load number on arrival and a suffix is affixed to indicate the number. (For example, load number 1234 may be split into 1234A and 1234B for scale control purposes). With the implementation of HBS, the Ministry of Forests has requested that industry record split loads in a slightly different manner:

- Industry can continue to use suffixes on split loads, however the **Parcel Count** and **Parcel ID** fields must be completed on all tallies submitted for the load. The Parcel Count records the number of parcels the load was split into and the parcel identifier is the unique identifier for each individual parcel within the load. For example:

  Load Arrival Number: 1234A
  Parcel Count: 2
  Parcel ID 1

  Load Arrival Number: 1234B
  Parcel Count: 2
  Parcel ID 2

- Industry can drop the use of suffixes for split loads and complete the Parcel Count and Parcel ID fields on all tallies submitted for the load. For example:

  Load Arrival Number: 1234
  Parcel Count: 2
  Parcel ID: 1

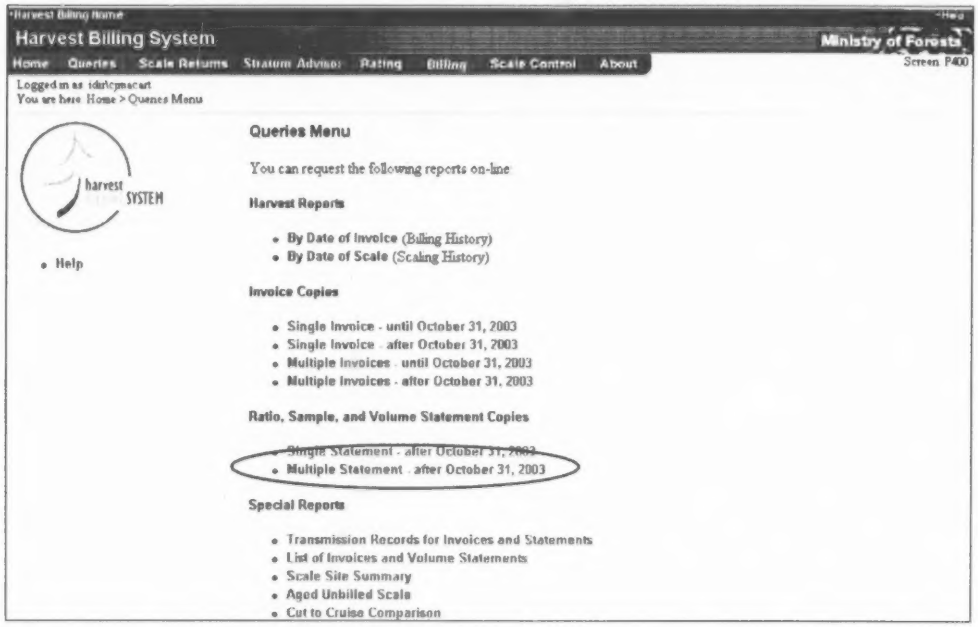
  Load Arrival Number: 1234
  Parcel Count: 2
  Parcel ID: 2

10. REPORTS AND QUERIES

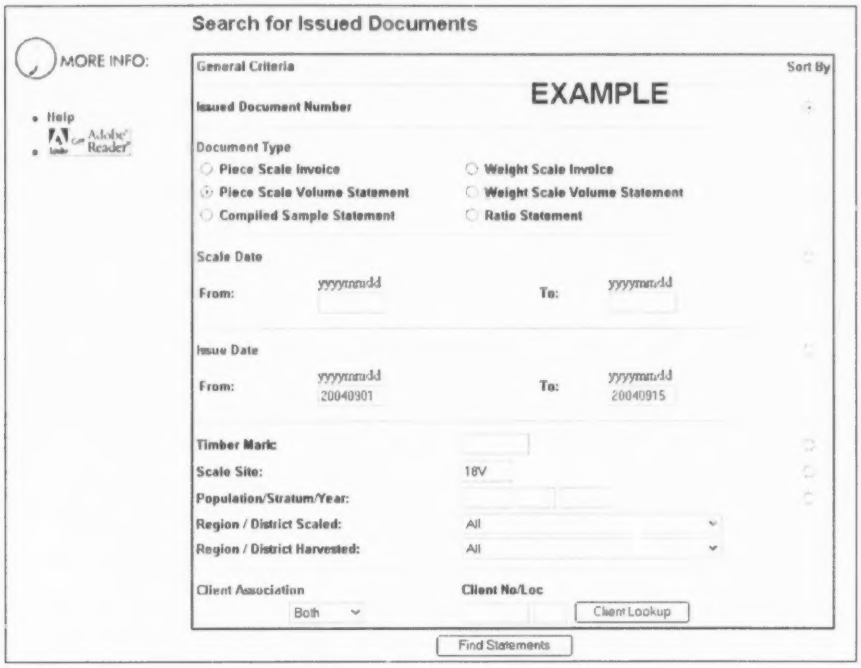
HBS provides a number of ways to generate reports and retrieve scaling information. The **Queries Menu** contains a selection of reports designed to help you quickly find the information you are looking for – you will also notice HBS includes a variety of flexible search parameters to assist you in checking and auditing scale data. For example, if you are interested in the amount of volume processed at a scale site for a particular period of time, try using this procedure:

1. From the HBS Home Page, select the **Queries** tab.

2. In the Queries Menu, select the **Ratio, Sample and Volume Statement Copies > Multiple Statement – after October 31, 2003** option:



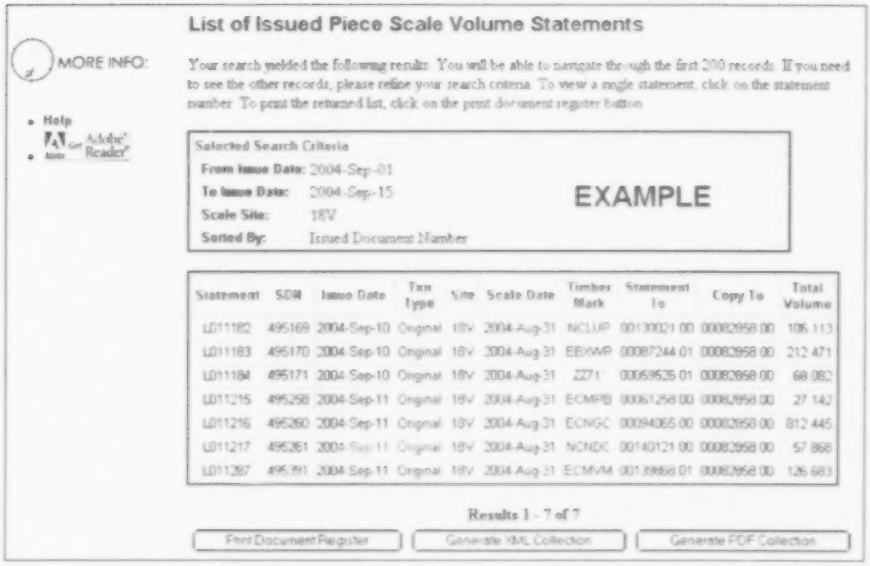
3. Enter your search criteria:



4. Select [Find Statements].

5. HBS will return scaling information matching your search criteria. From this screen you can:

   - [Print Document Register],
   - View Volume Statements (link in **Statement** column),
   - View the Generated Summary Return (link in **SDN** column),
   - View the scale returns used to generate the Summary Return (Show Details link – link in **DDN** column),
   - View Timber Mark information (Timber Mark link), and
   - View the Summary Return Segregations:



List of Issued Piece Scale Volume Statements

MORE INFO:

Your search yielded the following results. You will be able to navigate through the first 200 records. If you need to see the other records, please refine your search criteria. To view a single statement, click on the statement number. To print the returned list, click on the print document register button.

- Help
- Get Adobe Reader

Selected Search Criteria

From Issue Date: 2004-Sep-01
To Issue Date: 2004-Sep-15
Scale Site: 18V
Sorted By: Issued Document Number

EXAMPLE

Statement	SDN	Issue Date	Txn Type	Site	Scale Date	Timber Mark	Statement To	Copy To	Total Volume
LD11182	495169	2004-Sep-10	Original	18V	2004-Aug-31	NCLUP	00130021 00	00082958 00	105 113
LD11183	495170	2004-Sep-10	Original	18V	2004-Aug-31	EBWMP	00087244 01	00082958 00	212 471
LD11184	495171	2004-Sep-10	Original	18V	2004-Aug-31	ZZ71	00069535 01	00082958 00	68 082
LD11215	495258	2004-Sep-11	Original	18V	2004-Aug-31	ECMPB	00061258 00	00082958 00	27 142
LD11216	495260	2004-Sep-11	Original	18V	2004-Aug-31	ECNGC	00094065 00	00082958 00	812 445
LD11217	495261	2004-Sep-11	Original	18V	2004-Aug-31	NCNDC	00140121 00	00082958 00	57 868
LD11287	495391	2004-Sep-11	Original	18V	2004-Aug-31	ECMVM	00138868 01	00082958 00	126 683

Results 1 - 7 of 7

Print Document Register | Generate XML Collection | Generate PDF Collection

TIP Use the Back button on your internet browser to return to the Search for Issued Documents screen and search for the next scale site you are interested in.

6. For Weigh Scale sites, this process may also be used to view scaling information and year-to-date statistical information such as:

- Print Document Register,
- View invoices (link in **Invoice** column),
- View the Generated Summary Return (link in **SDN** column),
- View the scale returns used to generate the Summary Return (Show Details link – link in **DDN** column),
- View Timber Mark information (Timber Mark link),
- View stratum statistics (POP/STAT/YEAR link),
- View segregations in a sample, species in a sample and grades in a sample, and
- View graphical representation of year-to-date statistics:

TIP Use the Back button on your internet browser to return to the Search for Issued Documents screen and search for the next scale site you are interested in.

Selected Search Criteria

From Issue Date: 2004-Sep-01
To Issue Date: 2004-Sep-15
Scale Site: 316
Sorted By: Issued Document Number

EXAMPLE

Invoice	SDN	Issue Date	Txn Type	Site	Scale Date	Pop/Str/Yr	Timber Mark	Invoice To	Copy To	Total Volume	Total Value
X062020	490005	2004-Sep-03	Original	316	2004-May-31	3004-11-2004	W0337S	00035476 01	00002545 04	90.661	$557.50
X062028	490014	2004-Sep-03	Original	316	2004-Jun-30	3004-11-2004	W0337S	00035476 01	00002545 04	126.781	$779.64
X062042	490029	2004-Sep-03	Original	316	2004-Jul-31	3004-11-2004	W0337S	00035476 01	00002545 04	75.504	$443.69
X062643	490710	2004-Sep-08	Original	316	2004-Aug-31	3004-14-2004	ER4897	00002545 04		3,714.540	$102,266.90
X062644	490711	2004-Sep-08	Original	316	2004-Aug-31	3004-03-2004	ER4782	00002545 04		1,439.540	$51,705.25
X062645	490712	2004-Sep-08	Original	316	2004-Aug-31	3004-36-2004	ES7998	00002545 04		1,282.628	$3,226.52
X062646	490713	2004-Sep-08	Original	316	2004-Aug-31	3004-05-2004	ER4900	00002545 04		1,223.508	$23,634.76
X062647	490714	2004-Sep-08	Original	316	2004-Aug-31	3004-03-2004	ER4579	00002545 04		127.894	$2,423.15
X062648	490715	2004-Sep-08	Original	316	2004-Aug-31	3004-16-2004	ER4897	00002545 04		186.571	$5,751.84
X062649	490716	2004-Sep-08	Original	316	2004-Aug-31	3004-36-2004	ER4897	00002545 04		837.662	$2,082.35

Results 1 - 10 of 74 NEXT LAST

Print Document Register | Generate XML Collection | Generate PDF Collection

APPENDIX 1 – GETTING HELP

HBS HELP DESK

Hours of Operation: 8:00 AM to 4:00 PM - Monday to Friday

(250) 387-8349 or 1-877-387-8349

Send E-Mail FORHVAP.HBSHELP@gems8.gov.bc.ca

HBS WEBSITE

HBS manuals: http://www.for.gov.bc.ca/hva/manuals/hbs/index.htm

HBS Public website: http://www4.gov.bc.ca/hbs

HBS website (Industry & Ministry): http://extranet4.for.gov.bc.ca/hbs

APPENDIX 2 – HBS ERROR CODES

Code	Error Description	POSSIBLE REMEDY
BC01	Source must be BCOMB1, BCOMB2 or BCOMB3 when tally is designated as Beachcomb	Fix data and re-submit or correct on-line.
BC02	Source must not be BCOMB1, BCOMB2 or BCOMB3 when tally is not designated as Beachcomb	Fix data and re-submit or correct on-line.
BC03	NMV indicator = true and the Beachcomb mark is null	Fix data and re-submit or correct on-line.
BC04	If NMV = N Timber Mark must be a valid Timber Mark	Fix data and re-submit or correct on-line.
BM02	Beachcomb Timber Mark not in the timber mark table	Fix data and re-submit or correct on-line.
BM03	Beachcomb Timber Mark status is not HI, HA, HN, LC or HC	Fix data and re-submit or correct on-line.
BM04	When the Beachcomb timber mark is a cash sale (file type=B21 or B20), the SB4 indicator must be true	Fix data and re-submit or correct on-line.
BM05	When the Beachcomb timber mark is a cruise-based timber mark (cruise indicator=Y), the SB4 indicator must be true	Fix data and re-submit or correct on-line.
BT01	Bill to client not in the Forest Client table	Fix data and re-submit or correct on-line.
BT01	Butt (rads) must be > 0	Fix data and re-submit or correct on-line.
BT02	Client status is "DAC" (de-activated)	Fix data and re-submit or correct on-line.
BT03	Bill to client and location is not in the Client Location Table	Fix data and re-submit or correct on-line.
BT04	Location expired indicator = "Y"	Fix data and re-submit or correct on-line.
CB00	Camp boom number must not be blank when the return category code = "Field"	Fix data and re-submit or correct on-line.
CHKS01	Original scale return not found	Fix data and re-submit or correct on-line.
CHKS02	More than one original scale return found	Fix data and re-submit or correct on-line.
CHKS03	Original scale return is currently locked for billing purposes	Fix data and re-submit or correct on-line.
CT01	Copy to client not in the Forest Client table	Fix data and re-submit or correct on-line.
CT02	Client status is "DAC" (de-activated)	Fix data and re-submit or correct on-line.
CT03	Copy to client and location is not in the Client Location table	Fix data and re-submit or correct on-line.
CT04	Location expired indicator = "Y"	Fix data and re-submit or correct on-line.
CTB00	Cutblock is not in the Cutblock table	Fix data and re-submit or correct on-line.
DIGSIG	Digital Signature Validation Failed	Fix data and re-submit or

Code	Error Description	POSSIBLE REMEDY
		correct on-line.
DK00	Duplicate document submission	Fix data and re-submit or correct on-line.
DL00	Load must be numeric	Fix data and re-submit or correct on-line.
ED00	Unknown Scale Type	Fix data and re-submit or correct on-line.
ED01	Missing Document Begin Record	Fix data and re-submit or correct on-line.
FB01	Cannot issue a final bill for an exempted Timber Mark	Contact your ministry scaling representative.
FBA01	Scale site must be valid	Fix data and re-submit or correct on-line.
FBA02	From scale date must be valid	Fix data and re-submit or correct on-line.
FBA03	To scale date must be valid	Fix data and re-submit or correct on-line.
FBA04	Document count must match count of all documents in batch	Fix data and re-submit.
FBA05	For PSS, PPS batches, batch control total must match the sum of log counts on all tallies in batch	Fix data and re-submit.
FBA06	For Ledger Batches, Site & Submitter Batch ID must be unique (ARL and DPL)	Fix data and re-submit.
FBB05	For WSB, WSR batches, batch control total must match the sum of gross weights on weigh slips in batch	Fix data and re-submit.
FBC05	For ARL, DPL, POT, WSO batches, batch control total must be the count of ledger entries or scale returns in batch	Fix data and re-submit.
FLA02	Scale site must be the same as recorded on the batch header	Fix data and re-submit.
FLA03	Arrival not permitted	Fix data and re-submit or correct on-line.
FLA04	Arrival date must be valid	Fix data and re-submit or correct on-line
FLA08	Cutblock ID not permitted	Fix data and re-submit or correct on-line
FLA09	Field scale flag not permitted	Fix data and re-submit or correct on-line
FLA10	Weigh slip number not permitted	Fix data and re-submit or correct on-line
FLA11	Scale not permitted	Fix data and re-submit or correct on-line
FLA13	Originating scale site code not permitted	Fix data and re-submit or correct on-line
FLA14	Split load not permitted	Fix data and re-submit or correct on-line
FLA17	Departure date must be valid	Fix data and re-submit or correct on-line
FLA21	Field scale deck ID not permitted	Fix data and re-submit or

Code	Error Description	POSSIBLE REMEDY
		correct on-line.
FLA22	Originating scale site code not permitted	Fix data and re-submit or correct on-line.
FLB03	Arrival required	Fix data and re-submit or correct on-line.
FLB08	Cutblock ID required	Fix data and re-submit or correct on-line.
FLB09	Field scale flag required	Fix data and re-submit or correct on-line.
FLB10	Weigh slip number required	Fix data and re-submit or correct on-line.
FLB11	Scale required	Fix data and re-submit or correct on-line.
FLB13	Originating scale site code required	Fix data and re-submit or correct on-line.
FLB21	Field scale deck ID required	Fix data and re-submit or correct on-line.
FLB22	Originating scale site code required	Fix data and re-submit or correct on-line.
FLC11	Scale date must be valid	Fix data and re-submit or correct on-line.
FSD01	Field Scale Deck ID must be present when Field Scale Flag = "Y"	Fix data and re-submit or correct on-line.
FTAD01	Defect number must be unique within log	Scale Software problem. Contact your scale software vendor. Re-submit to HBS when problem is resolved
FTAH01	Event type cannot be changed from a piece scale or weight scale to a sample scale	Ask HBS Help Desk to remove the original
FTAH02	Scale site must be the same as recorded on the batch header	Scale Software problem. Contact your scale software vendor. Re-submit to HBS when problem is resolved
FTAH03	Load arrival number not permitted	Scale Software problem. Contact your scale software vendor. Re-submit to HBS when problem is resolved
FTAH04	Incoming LDS number not permitted	Scale Software problem. Contact your scale software vendor. Re-submit to HBS when problem is resolved
FTAH05	Transport identifier not permitted	Scale Software problem. Contact your scale software vendor. Re-submit to HBS when problem is resolved
FTAH06	Source not permitted	Scale Software problem. Contact your scale software vendor. Re-submit to HBS when problem is resolved

Code	Error Description	POSSIBLE REMEDY
FTAH07	Cutblock ID not permitted	Scale Software problem. Contact your scale software vendor. Re-submit to HBS when problem is resolved
FTAH11	Weigh slip number not permitted	Scale Software problem. Contact your scale software vendor. Re-submit to HBS when problem is resolved
FTAH13	Originating scale site code not permitted	Scale Software problem. Contact your scale software vendor. Re-submit to HBS when problem is resolved
FTAH14	Scale date must be valid	Scale Software problem. Contact your scale software vendor. Re-submit to HBS when problem is resolved
FTAH17	Split load not permitted	Scale Software problem. Contact your scale software vendor. Re-submit to HBS when problem is resolved
FTAH19	Check scale not permitted	Scale Software problem. Contact your scale software vendor. Re-submit to HBS when problem is resolved
FTAH23	Actual count of logs provided must balance to the log count field	Scale Software problem. Contact your scale software vendor. Re-submit to HBS when problem is resolved
FTAH29	Duplicate log tally - DDN + DV already exist	Scale Software problem. Contact your scale software vendor. Re-submit to HBS when problem is resolved
FTAH33	Hash total re-computation failed	Scale Software problem. Contact your scale software vendor. Re-submit to HBS when problem is resolved
FTAL01	Log number must be unique within tally	Scale Software problem. Contact your scale software vendor. Re-submit to HBS when problem is resolved
FTAL02	Timber mark only permitted for Beachcomb tallies	Scale Software problem. Contact your scale software vendor. Re-submit to HBS when problem is resolved
FTAL09	Log volume provided must balance to computed log volume	Scale Software problem. Contact your scale software vendor. Re-submit to HBS when problem is resolved
FTAL10	Defect count provided must balance to computed defect count	Scale Software problem. Contact your scale software

Code	Error Description	POSSIBLE REMEDY
		vendor. Re-submit to HBS when problem is resolved.
FTBH01	Event type cannot be changed from a sample scale or weight scale to a piece scale	Ask HBS Helpdesk to remove the original.
FTBH03	Load arrival number required	Fix data and re-submit or correct on-line.
FTBH04	Incoming LDS number required	Fix data and re-submit or correct on-line.
FTBH05	Transport identifier required	Fix data and re-submit or correct on-line.
FTBH06	Source required	Fix data and re-submit or correct on-line.
FTBH07	Cutblock ID required	Fix data and re-submit or correct on-line.
FTBH11	Weigh slip number required	Fix data and re-submit or correct on-line.
FTBH13	Originating scale site code required	Fix data and re-submit or correct on-line.
FTBH19	Check scale required	Fix data and re-submit or correct on-line.
FWAH01	Event Type cannot be modified: sample or piece tally exists and this correction changes the document to a weigh slip.	Ask the HBS Helpdesk to remove the original.
FWAH02	Scale site must be the same as recorded on the batch header	Scale Software problem. Contact your scale software vendor. Re-submit to HBS when problem is resolved.
FWAH04	Scale date must be valid	Scale Software problem. Contact your scale software vendor. Re-submit to HBS when problem is resolved.
FWAH05	Scale time must be valid	Scale Software problem. Contact your scale software vendor. Re-submit to HBS when problem is resolved
FWAH06	Incoming LDS number not permitted	Scale Software problem. Contact your scale software vendor. Re-submit to HBS when problem is resolved.
FWAH07	Transport identifier not permitted	Scale Software problem. Contact your scale software vendor. Re-submit to HBS when problem is resolved.
FWAH10	Sample deduction not permitted	Scale Software problem. Contact your scale software vendor. Re-submit to HBS when problem is resolved.
FWAH11	Source not permitted	Scale Software problem Contact your scale software

Code	Error Description	POSSIBLE REMEDY
		vendor. Re-submit to HBS when problem is resolved.
FWAH15	PSY not permitted	Scale Software problem. Contact your scale software vendor. Re-submit to HBS when problem is resolved.
FWAH17	Outgoing LDS number not permitted	Scale Software problem. Contact your scale software vendor. Re-submit to HBS when problem is resolved.
FWAH18	Destination not permitted	Scale Software problem. Contact your scale software vendor. Re-submit to HBS when problem is resolved.
FWAH24	Duplicate weigh slip - DDN + DV already exist	Scale Software problem. Contact your scale software vendor. Re-submit to HBS when problem is resolved.
FWAH28	Hash total re-computation failed	Scale Software problem. Contact your scale software vendor. Re-submit to HBS when problem is resolved.
FWBH06	Incoming LDS number required	Scale Software problem. Contact your scale software vendor. Re-submit to HBS when problem is resolved.
FWBH07	Transport identifier required	Scale Software problem. Contact your scale software vendor. Re-submit to HBS when problem is resolved.
FWBH11	Source required	Scale Software problem. Contact your scale software vendor. Re-submit to HBS when problem is resolved.
FWBH15	PSY required	Scale Software problem. Contact your scale software vendor. Re-submit to HBS when problem is resolved.
FWBH17	Outgoing LDS number required	Scale Software problem. Contact your scale software vendor. Re-submit to HBS when problem is resolved.
FWBH18	Destination required	Scale Software problem. Contact your scale software vendor. Re-submit to HBS when problem is resolved.
FXA00	This is not a valid HBS XML file transmission	Scale Software problem. Contact your scale software vendor. Re-submit to HBS when problem is resolved.

Code	Error Description	POSSIBLE REMEDY
		Contact HBS Help Desk if unable to resolve problem.
FXA01	Batch count must match count of all batches in transmission file.	Scale Software problem. Contact your scale software vendor. Re-submit to HBS when problem is resolved.
FXA02	All scale sites on all batch headers in transmission must be configured for detail submission	Scale Software problem. Contact your scale software vendor. Re-submit to HBS when problem is resolved.
FXA03	Creator must be a valid ministry client location code	Scale Software problem. Contact your scale software vendor. Re-submit to HBS when problem is resolved.
FXA04	Software vendors can only submit test transmissions	Self explanatory
GR01	Species Grade combination does not exist	Fix data and re-submit or correct on-line.
GW01	Gross Weight must be numeric and > 0	Fix data and re-submit or correct on-line.
LA00	Load arrival number must be numeric and > 0	Fix data and re-submit or correct on-line.
LC00	Log Count must be numeric	Fix data and re-submit or correct on-line.
LC01	Sum of the number of pieces must equal log count	Fix data and re-submit or correct on-line.
LC01	Log count must match actual number of logs	Fix data and re-submit or correct on-line.
LD00	Loads must be numeric	Fix data and re-submit or correct on-line.
LN02	Length (dm) must be > 0	Fix data and re-submit or correct on-line.
LT01	Length (dm) must be > 0	Fix data and re-submit or correct on-line.
LW01	Total loads/weight must equal the sum of daily loads/weight	Fix data and re-submit or correct on-line.
LW02	Document total loads/weight must equal the sum of total loads/weight	Fix data and re-submit or correct on-line.
NM00	NMV must be A, U or blank for a WASTE tally	Fix data and re-submit or correct on-line.
NM01	NMV code must be blank or N or S on a non-WASTE tally	Fix data and re-submit or correct on-line.
NM02	NMV indicator = false and the input mark is null	Fix data and re-submit or correct on-line.
NM03	Product codes is not logs and NMV indicator = True	Fix data and re-submit or correct on-line.
NM04	NMV indicator = True and the input mark is not null	Fix data and re-submit or correct on-line.
NP00	Number of pieces must be numeric	Fix data and re-submit or correct on-line.

Code	Error Description	POSSIBLE REMEDY
NP01	Number of pieces must be > 0	Fix data and re-submit or correct on-line.
NS00	Number of sections must be numeric or blank	Fix data and re-submit or correct on-line.
NW00	Net weight must be a numeric > 0	Fix data and re-submit or correct on-line.
NW01	Net weight must be > 0	Fix data and re-submit or correct on-line.
OSL01	Original scaler licence does not exist in the Scale Control System (Quant License)	Fix data and re-submit or ask the HBS Help Desk to confirm if the scaling licence is valid in the Ministry Scale Control System .
OSS01	Originating scale site does not exist in the Scale Site table	Fix data and re-submit or ask the Help Desk to confirm if the scale site is valid in the Ministry Scale Control System.
PC00	Parcel count cannot be null when Parcel Identifier is not null	Fix data and re-submit or correct on-line.
PC02	Parcel count cannot be zero	Fix data and re-submit or correct on-line.
P100	Parcel identifier cannot be null when parcel count is not null	Fix data and re-submit or correct on-line.
P101	Parcel identifier must be <= parcel count	Fix data and re-submit or correct on-line.
P102	Parcel identifier cannot be 0	Fix data and re-submit or correct on-line.
PM00	Cruise, Field and Waste scale data cannot be submitted on forms FS72	Fix data and re-submit or correct on-line.
PSL01	Scaler Licence does not exist on SCS	Fix data and re-submit or correct on-line.
QV00	The quantity must be numeric	Fix data and re-submit or correct on-line.
RC01	Return category not BCOMB and greater than one timber mark in scale return segregations	Fix data and re-submit or correct on-line.
RC02	Pred.mark not Beachcomb but > 1 segregation mark – review data, either edit header mark or create 1 Primary return per mark.	Fix data and re-submit or correct on-line.
RT01	Sum of daily loads is zero or a primary return	Fix data and re-submit or correct on-line.
RT02	Sum of daily loads is > 0 for a nil or final return	Fix data and re-submit or correct on-line.
SAM01	For Event Type SS, RS Sample Type must be Random or Forced	Fix data and re-submit or correct on-line.
SAM02	For Event Type PS, PD Sample Type must be Company or None	Fix data and re-submit or correct on-line.
SD01	Scale date is not a valid date	Fix data and re-submit or correct on-line.
SD02	Scale date is more than one year old	Fix data and re-submit or correct on-line or contact your

Code	Error Description	POSSIBLE REMEDY
		local scaling representative.
SD03	Scale date is greater than the current date	Fix data and re-submit or correct on-line.
SD03	Scale date is greater than the current date	Fix data and re-submit or correct on-line.
SD04	Scale date is less than stratum effective date	Fix data and re-submit or correct on-line.
SD05	Scale date is greater than stratum expiry date	Fix data and re-submit or correct on-line.
SD06	Scale date is outside the range of the timber mark contract	Fix data and re-submit or correct on-line.
SD07	Scale date is greater than mark contract expiry date and more than one override rule in effect	Fix data and re-submit or correct on-line.
SD08	No confirmed appraisal worksheet exists for this scale date	Fix data and re-submit or correct on-line.
SD09	Scale date is greater than mark appraisal expiry date and more than over override rule in effect	Fix data and re-submit or correct on-line.
SD10	No Appraisal Stumpage Rate Record exists for this scale date	Fix data and re-submit or correct on-line.
SD11	More than one override rule in effect	Fix data and re-submit or correct on-line.
SD12	Range of daily load and scale dates spans two mark rate periods and no override rate rule in effect	Fix data and re-submit or correct on-line.
SD13	Daily loads entered for a date greater than return scale date	Fix data and re-submit or correct on-line.
SD15	No rates in effect for this scale date and timber mark	Fix data and re-submit or correct on-line.
SD16	There are duplicate days within a return	Fix data and re-submit or correct on-line.
SD17	No rates in effect for this scale date and timber mark	Fix data and re-submit or correct on-line.
SDW01	Grapple Weight must be numeric and > Tare Weight	Fix data and re-submit or correct on-line.
SDW02	Grapple Weight must be numeric and < Gross Weight	Fix data and re-submit or correct on-line.
SG02	Species and grade combination is invalid	Fix data and re-submit or correct on-line.
SG03	Duplicate segregation	Fix data and re-submit or correct on-line.
SG04	At least one segregation is needed on a piece scale return	Fix data and re-submit or correct on-line.
SGL01	Scaler Licence does not exist in SCS	Fix data and re-submit or correct on-line.
SGL02	Signing Scaler Licence must match either the Primary or Secondary Scaler Licence	Fix data and re-submit or correct on-line.
SL02	Scaler Licence not in the quantification licence table	Fix data and re-submit or correct on-line.
SL03	Scaler Licence must be consistent throughout the tally	Fix data and re-submit or correct on-line.

Code	Error Description	POSSIBLE REMEDY
SN01	There must be < 400 segregations in one sample return	Fix data and re-submit or correct on-line.
SP02	Species, product and grade combination is invalid	Fix data and re-submit or correct on-line.
SQ01	The first sequence number must be 00	Fix data and re-submit or correct on-line.
SQ02	Record sequence must be ascending	Fix data and re-submit or correct on-line.
SQ03	Record sequence, page and line must be ascending	Fix data and re-submit or correct on-line.
SQ04	The first sequence number must be 01	Fix data and re-submit or correct on-line.
SR01	Sample ration must be < 10	Fix data and re-submit or correct on-line.
SR02	No ratios for stratum and mark	Fix data and re-submit or correct on-line.
SS01	Scale site not in the scale site table	Fix data and re-submit or correct on-line.
SS02	Scale site is inactive	Fix data and re-submit or correct on-line.
SS03	Scale site must be consistent throughout the document	Fix data and re-submit or correct on-line.
SS04	Waste tallies must have a scaling station of ZZZ	Fix data and re-submit or correct on-line.
SS05	Non-waste tallies must not have a scaling station of ZZZ	Fix data and re-submit or correct on-line.
SSL01	Scaler Licence does not exist in SCS	Fix data and re-submit or correct on-line.
SSZZ	The scale site cannot be = ZZZ	Fix data and re-submit or correct on-line.
ST01	Billable Population/Stratum/Year combination does not exist as a Stratum in SCS when expected	Fix data and re-submit or correct on-line.
ST02	Pop/strat/year not in the stratum table	Fix data and re-submit or correct on-line.
ST02	Billable Population/Stratum/Year combination must not be present when scale event requires a non-billable stratum	Fix data and re-submit or correct on-line.
SV00	Volume must be numeric	Fix data and re-submit or correct on-line.
SW01	Sample Weight must be > 0	Fix data and re-submit or correct on-line.
TB01	Timber Brand is not in the Scale Site table	Fix data and re-submit or correct on-line.
TB02	Timber Brand must be different than log tally scale site	Fix data and re-submit or correct on-line.
TB03	Timber Brand must be different than weigh slip scale site	Fix data and re-submit or correct on-line.
TC01	Sample Tally transaction code must be blank	Fix data and re-submit or correct on-line.

Code	Error Description	POSSIBLE REMEDY
TM01	Timber Mark must be in Timber Mark table and in Mark Billed Client table	Fix data and re-submit or correct on-line.
TM02	Beachcomb Timber Mark is null	Fix data and re-submit or correct on-line.
TM03	Timber Mark status is not in HI, HA, HN, LC or HC	Fix data and re-submit or correct on-line.
TM04	Cannot invoice a cash-sale Timber Mark (payment method code = C)	Fix data and re-submit or correct on-line.
TM04	TM is not a valid Timber Mark	Fix data and re-submit or correct on-line.
TM05	Cannot invoice a cruise-based Timber Mark (cruise indicator = Y)	Fix data and re-submit or correct on-line.
TM05	Cash sale Timber Marks are not eligible for sampling	Fix data and re-submit or correct on-line.
TM06	The return category is "CRUISE" but the Timber Mark is not cruise-based	Fix data and re-submit or correct on-line.
TM06	Cruise-based Timber Marks are not eligible for sampling	Fix data and re-submit or correct on-line.
TM07	Cannot sample a cruise-based timber mark (cruise indicator = Y)	Fix data and re-submit or correct on-line.
TM08	Cannot sample a cash-sale Timber Mark (file type code = B21 or B20)	Fix data and re-submit or correct on-line.
TM09	The Timber Mark is cruise-based but the return category is not "Cruise"	Fix data and re-submit or correct on-line.
TP01	Top (rads) must be > 0	Fix data and re-submit or correct on-line.
TW01	Total weight must equal the sum of daily weights	Fix data and re-submit or correct on-line.
TW01	Tare must be numeric and < Gross Weight	Fix data and re-submit or correct on-line.
WR01	Waste tallies must be pre-rated and no override rule in effect	Fix data and re-submit or correct on-line.
WR02	Waste tallies must be pre-rated and no override rate in effect for segregation	Fix data and re-submit or correct on-line.
WSN01	Weigh slip number must be numeric	Fix data and re-submit or correct on-line.
WT00	Weight must be numeric	Fix data and re-submit or correct on-line.

APPENDIX 3 – ORIGINAL DOCUMENT SUBMISSION & RETENTION (PIECE SCALE SITES)

Scale data is not considered "submitted" unless the scale data has been accepted by HBS and all scale returns are "**RDY**". For more information or clarification, refer to the *Electronic Transactions Act* (SBC 2001), Chapter 10, Part 3:

> *18 (1) Unless the originator and addressee agree otherwise, information or a record in electronic form is sent when it enters an information system outside the control of the originator or, if the originator and the addressee are in the same information system, if the information or record becomes capable of being retrieved and processed by the addressee.*
>
> *(2) If information or a record is capable of being retrieved and processed by an addressee, the information or record in electronic form is deemed, unless the contrary is proven, to be received by the addressee*
>
> *(a) when it enters an information system designated or used by the addressee for the purpose of receiving information or records in electronic form of the type sent, or*
>
> *(b) if the addressee has not designated or does not use an information system for the purpose of receiving information or records in electronic form of the type sent, on the addressee becoming aware of the information or record in the addressee's information system.*

The prescribed time for submission of scale details and returns (as per the requirements of Section 97 (1) (f) of the Forest Act) are as follows:

Scale Returns:

i) If the submission method is on original paper forms, submit the paper forms as required by the scale site authorization.

ii) If the submission method is by electronic file transfer, paper submission is **not** required. A back-up document shall be retained for 2 years in paper or electronic format. The electronic returns shall be transmitted daily to the Ministry of Forests Harvest Billing System.

iii) If the submission is to be by online entry, complete online entry weekly (i.e. by the end of the week in which the timber is scaled). A paper copy of the original paper form with the original load documentation attached should be delivered to the Ministry of Forests office as required by the scale site authorization.

Site Ledgers and Load Description Slips (for any month in which timber arrived or departed):

i) If the submission method is on original paper forms, submit the paper forms as required by the scale site authorization. Original Load Description Slips shall be attached in chronological order to the back of the associated Site Arrival Ledger (FS523), except as in clauses a) i) and 8.a) iii) above. Back-up ledgers shall be retained for 2 years.

ii) If the submission method is by electronic file transfer or online entry, a paper ledger submission is **not** required. The electronic file or online entry shall be transmitted at the end of the month to the Ministry of Forests Harvest Billing System. Original Load Description Slips shall be stapled or enveloped in chronological order and submitted monthly to the Ministry of Forests. Back-up ledgers shall be retained for 2 years in paper or electronic format.

MINISTRY OF FORESTS ADDRESSES

The following addresses shall be used for document submissions:

REVENUE BRANCH (Mail)	REVENUE BRANCH (Courier)	OFFICE ☑
ATTN: BILLING OPERATIONS MINISTRY OF FORESTS REVENUE BRANCH PO BOX 9511 STN PROV GOVT VICTORIA BC V8W 9C2	**ATTN**: BILLING OPERATIONS MINISTRY OF FORESTS REVENUE BRANCH 727 FISGARD STREET VICTORIA BC V8W 1R8	REGIONAL OR DISTRICT OFFICE ADDRESS

Regional or District office - as determined by the Regional Standard Operating Procedures.

APPENDIX 4 – HBS STATUS CODES

Abbreviation	Status
ACC	Accepted
DEL	Deleted
HLD	Held
AWP	Awaiting Approval
CRD	Cancel Requested
DSF	Awaiting Digital Signature Validation
LCK	Locked
PND	Correction Pending
PNV	Replacement Version Pending
RRD	Replacement Requested
RDY	Ready
SPR	Superceded
CAN	Cancelled
ERR	Error
INC	Incomplete
ISS	Issued
NTI	Not to be Issued

APPENDIX 5 – HBS SPECIES, PRODUCE & GRADE CODES

Valid Species Codes for HBS Production		Valid Product Codes for HBS Production		Valid Grade Codes for HBS Production	
Species Code	DESCRIPTION	Product Code	DESCRIPTION	Grade Code	Description
AL	Alder		*Logs		*Ungraded
AR	Arbutus	BK	Blanks	1	Grade 1
AS	Aspen	BL	Building Logs	2	Grade 2
BA	Balsam	CA	Cants	3	Grade 3
BI	Birch	CR	Cribbing	4	Grade 4
CE	Cedar	CS	Car Stakes	5	Grade 5
CO	Cottonwood	FW	Fire Wood	6	Grade 6
CY	Cypress	GS	Grape Stakes	9	Grade 9
FI	Fir	HP	Hop Poles	A	Grade A
HE	Hemlock	LB	Shingle Bolts & Blocks	B	Grade B
LA	Larch	LS	Lagging (Split)	C	Grade C
LO	Lodge-Pine	MT	Mining Timbers	D	Grade D
MA	Maple	OL	Other Logs	E	Grade E
OT	Other Species	OP	Orchard Props	F	Grade F
R	Rejects	PI	Pickets and Paling	G	Grade G
SP	Spruce	PP	Poles and Piling	H	Grade H
UU	Yew	PR	Fence Posts (Round)	I	Grade I
WA	Waste	PS	Fence Posts (Split)	J	Grade J
WB	White Bark Pine	PW	Pulpwood	K	Grade K
WH	White Pine	RB	Rootbuck	L	Grade L
WI	Willow	RR	Rails (Round)	M	Grade M
YE	Yellow Pine	RS	Rails (Split)	U	Grade U
		SB	Shake Bolts and Blocks	X	Grade X
		SK	Shakes	Y	Grade Y
		SS	Stakes and Stocks	Z	Grade Z
		XM	Christmas Trees		
		* When Description = Logs it is keyed online as a single blank		* When Description = Ungraded it is keyed online as a single blank	